

Massachusetts College of Art

Student Handbook
1991- 1992



STUDENT HANDBOOK 1991-1992

Massachusetts College of Art
621 Huntington Avenue
Boston, Massachusetts 02115
(617)232-1555



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ADMINISTRATIVE DIRECTORY

Office of the President

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
William F. O'Neil President	T11th Floor	200
Susan Lane Assistant to the President, Director/Affirmative Action	T11th Floor	200
Diane Hayes Staff Assistant, President's Office	T11th Floor	200
Jeanne Regan Director of Personnel	T808	301
Deborah Keyes Assistant Director, Personnel	T808	396
Linda Sevey Director of Pro-Arts Consortium	T11th Floor	259
TBA Director of Alumni Affairs & Development	T11th Floor	260
Mary Gagliano Assistant Director, Alumni Affairs & Development	T11th Floor	233

Office of Academic Affairs

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
Betty Buchsbaum Senior Vice President Academic Affairs	T523	225
Elizabeth Mackie Staff Assistant	T523	362
Roy H. Brown Dean, Undergraduate Studies	T523	313
Patricia Doran Dean, Graduate and Continuing Education	T200	337
Jonathan Silverman Associate Dean, Graduate and Continuing Education	T200	610
Virginia Ilfeld Coordinator, Graduate and Continuing Education	T200	340
Kay Ransdell Associate Dean, Admissions and Retention	T635	379
Michelle Riendeau Registrar	T638	336
Nancy Aleo Director, Academic Advising	T541	447
Hubert Hohn Director, Computer Arts Learning Center	T817	357

George Morgan	T1201	266
Director, Library		
Paul Dobbs	T1201	264
Director of Special Projects/ Archives and Records Management		
Robert Hilpert	T735A	356
Assistant Director, Audio Visual		
Jeffrey Keough	A100	504
Director, Exhibitions		
Michele Furst	A100	550
Coordinator, Visiting Artists Program		

Departmental Technicians

<u>Name</u>	<u>Dept.</u>	<u>Phone Ext.</u>
Kelly Burke	Ceramics	507
Bruce Bowen	SIM	503
Michael Couch	Sculpture	211
Bernie D'Onofrio	Glass	210
Steve Haszonics	Glass	210
Alvin Oullet	Printmaking	225
Ellen Gibson	Woodshop	400
Steve Tourlentes	Photography	506
Tricia Losornio	Film	214
Joe Briganti	Video	218
Dianne Roman	CALC	310

Office of Administration and Finance

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
Mary Spolidoro	T806	296
Vice President, Administration and Finance		
Don Arpino	T806	307
Director, Fiscal Affairs		
Richard Aronowitz	T806	353
Director, Purchasing		
Akhil Garland	T806	351
Director, Computer Services		
Kenneth Berryhill	T806	300
Director, Financial Aid		
Joseph Masiello	A1F1	499
Director, Public Safety and Auxilliary Services		
Harry Aziz	Gym	501
Chief of Security		
Richard McDermott	A1F1	304
Director, Facilities		
James Williams	A1F1	355
Director, Public Space		

Office of Student Affairs

<u>Name</u>	<u>Office</u>	<u>Phone Ext.</u>
Paul McCaffrey	K200	372
Vice President , Student Affairs		
Gail Hinand	K200	383
Director, Counseling		
Margaret Johnson	K200	384
Director, Career Resources		
Deborah Marinick	Smith Hall	421
Resident Director, Smith Hall		
Deborah McCarthy	K200	511
Coordinator, Student Center		
Brenda Sullivan, RNC FNP	K200	382
Director, Student Health Services		
Elizabeth Thornton	K200	369
Director, Student Activities		

ACADEMIC CALENDAR

1991-1992

FALL SEMESTER

june 28	Fri	91/FA Tuition Bills Mailed-Graduate Programs
July 15	Mon	91/FA Tuition Bills Mailed-Day School
July 31	Wed	91/FA Tuition Payments Due-Graduate Programs
August 15	Thurs	91/FA Tuition Payments Due-Day School
September 1-2	Sun-Mon	Smith Hall Opens-2:00-7:00 p.m.
September 3-4	Tues-Wed	Orientation
September 4	Wed	Opening Faculty Meeting
September 5	Thurs	Classes Start-All Programs
September 19	Thurs	Add/Drop Deadline-Day School
September 25	Mon	Add /Drop Deadline-Continuing Education
October 14	Mon	Columbus Day-College Closed
October 24	Thurs	Faculty Day-No Day School Classes
		Registration Packets Issued-All Programs
October 25	Fri	Mid-Semester
November 6	Wed	Grades Due for 91/SP Incompletes
November 7	Thurs	Mid-Semester Warnings Issued to Students
November 11	Mon	Veteran's Day-College Closed
November 20	Wed	Registration -Day School-No Day School Classes
November 21,22	Thurs,Fri	Registration-Graduate Programs
		92/SP Tuition Bills Mailed - Day School
November 27	Wed	Smith Hall Closes 7pm
November 28-29	Thurs,Fri	Thanksgiving Recess-College Closed
		No Classes Friday
November 29	Fri	Tower Building Open Only, All Other Buildings Closed
November 30	Sat	All Buildings Closed
December 1	Sun	All Buildings Closed
December 1	Sun	Smith Hall Opens- 2:00 p.m.
December 2	Mon	24 Hour Access Starts
December 2-6	Mon-Fri	Holiday Sale
December 9	Mon	Classes End-Day School
December 10-17	Tues-Tues	Review Boards
December 13	Fri	24 Hours Access Ends
December 16	Mon	Classes End-Continuing Education
December 18-20	Wed-Fri	Final Exams
December 20	Fri	Smith Hall Closes-7:00 p.m.
December 21-January 12		Intersession-Day School
December 26-27	Thurs,Fri	Tower Building Open Only, All Other Buildings Closed
December 27	Fri	92/SSP Tuition Payments Due-Day School
		91/FA Grades Due-Graduate & Continuing Education
December 28-29	Sat-Sun	All Buildings Closed
December 30-31	Mon-Tues	Tower Building Open Only, All Other Buildings Closed
January 2	Thurs	91/FA Grades Due-Day School
January 7	Tues	Grades Mailed-Day School

SPRING SEMESTER

January 8	Wed	Orientation-Day School
January 12	Sun	Smith Hall Opens-2:00 p.m.
January 13	Mon	Classes Start-Day School/Graduate Programs
January 20	Mon	Martin Luther King Day-College Closed
January 21	Tues	Classes Start-Continuing Education/Design Certificate Prog.
January 28	Tues	Add/Drop Deadline-Day School
February 10	Mon	Add/Drop Deadline-Continuing Education
February 17	Mon	President's Day-College Closed
February 25	Tues	Faculty Day-No Day School Classes
March 10	Tues	Declaration of Major Due-All Freshmen
March 13	Fri	Mid-Semester
		Smith Hall Closes-7:00 p.m.
March 16-20	Mon-Fri	Spring Break-Day School & Graduate Programs ONLY
March 20	Fri	Mid-Semester Warnings Issued to Students
March 22	Sun	Smith Hall Opens-2:00 p.m.
April 1	Wed	Registration Packets Issued-Day School
April 3	Fri	Grades Due for 91/FA Incompletes
April 6	Mon	Registration Packets Sent-Graduate & Certificate Programs
April 20	Mon	Patriot's Day-College Closed
April 27	Mon	24 Hour Access Starts
April 29	Wed	Registration-Day School-No Day School Classes
April 30	Thurs - Fri	Registration-Graduate Programs
May 1		
May 4	Mon	Senior Design Reviews
May 11	Mon	Classes End-All Programs
May 12-15	Tues-Fri	Review Boards
May 15	Fri	24 Hour Access Ends
May 18-20	Mon-Wed	Final Exams
May 19	Tues	Certificate Ceremony
May 20	Wed	Honors Convocation
May 21	Thurs	Commencement
May 22	Fri	Smith Hall Closes-2:00 p.m.
May 28	Thurs	92/SP Grades Due

GREETINGS

Welcome to Mass Art!

You are now part of a community that provides one of the Nation's unique public education experience for the people of the Commonwealth and artist throughout the world.

Mass Art is a very special community of artists; faculty, staff and students. Mass Art students are among the most talented, many staff art artists in their own right, and Mass Art faculty are second to none in their field.

The Mass Art community relies on the energy and enthusiasm of its students for its vitality. Each student can, and I hope will, explore and contribute to the endless possibilities the College has to offer. I encourage you to participate in the classroom and outside of it. Because it is through your involvement, challenges and commitment to your work and the work of others, that Mass Art will continue to be a spirited and ambitious artistic community.

William F. O'Neil
President

GREETINGS

Welcome to MassArt!

Studying at the College of Art challenges all of your senses in the pursuit of creating art. Whatever your field of study, your efforts will not only affect our community, but the world at large.

Take advantage of all that the College has to offer. Your involvement on Campus can make our community a more vital and exciting center of creativity.

**Paul V. McCaffrey
Vice President
Student Affairs**

GREETINGS

Welcome to Mass Art!

I would like to welcome you on behalf of the Student Government Association. Mass Art is a great institution, and you shall play a major part in it's uniqueness.

In S.G.A. all the different majors and student groups come together to address college and state wide issues. I would like to invite you to attend a meeting (Tuesdays at 12;15 p.m., Tower Room 659), in order to find out what's happening on Campus. Your participation can make a difference and we would like to hear from you.

Thank you.

Luis Nicolau Carlos Isoldi De Ramos
(Nick Ramos)
1990-91 S.G.A. President

OFFICE OF THE PRESIDENT

BOARD OF TRUSTEES

The Massachusetts College of Art is a single-entity, publicly supported, four-year college. The President is responsible for the College's overall administration. Mass Art's current governance system consists at the state level of the Massachusetts Board of Regents of Higher Education (11 members) and at the institutional level, the Trustees are appointed by the Governor for staggered five-year terms. The Regents and the Board of Trustees also have a student member, elected by students, who serves for a one year term.

The Board of Regents are responsible for the administration of public higher education including establishing academic, financial and planning policies and procedures. The MassArt Board of Trustees is responsible for personnel decisions, including the selection and evaluation of the president. The Board of Trustees is also responsible for the development and support of specific institutional programs and policies in accordance with Board of Regents mandates.

AFFIRMATIVE ACTION/NON-DISCRIMINATION POLICY

The Massachusetts College of Art together with its sister state colleges have carefully developed and outlined the major elements of an effective Affirmative Action/Equal Opportunity Plan with the understanding that a successful plan requires more than a knowledge of laws, regulations and current government requirements.

It demands vision to fully comprehend what challenges we face in preparing students for the twenty-first century. MassArt together with other Massachusetts State Colleges wish to take a role of leadership in providing an environment where equity and diversity are truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes, that we turn our collective energies into making affirmative action and equal opportunity an integral part of campus life, that we continue to fulfill our mission in developing the talents and potential of all members of our college community and our society.

MassArt does not discriminate in admission, access for treatment in programs and activities, or employment policies or practices on the basis of race, religion, color, sex, sexual orientation, age, disability, veteran status, marital status, and national origin. Accordingly, MassArt does not discriminate in admission, access for treatment in programs and activities, or employment policies or practices on the basis of race, religion, color, sex, sexual orientation, age, disability, veteran status, marital status and national origin. Accordingly, MassArt complies with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1974; the Civil Rights Restoration Act of 1988 and pertinent Laws, Regulations and Executive Orders; directives of the Board of Regents of Higher Education, the Board of Trustees, the Commonwealth of Massachusetts, and other applicable local, state and federal statutes.

Inquiries regarding compliance with Section 504 should be made to the Vice President of Student Affairs. Inquiries regarding compliance with applicable Affirmative Action laws and regulations should be directed to the Director for Affirmative Action and Multicultural Affairs to Director, U.S. Department of Education, Office of Civil Rights, Region I, Boston, MA 02109.

COMPLAINT PROCEDURE

MassArt has established internal procedures to help resolve discrimination problems on the campus. The College's Complaint Procedure will serve as a system of review and resolution for both Informal and Formal complaints of discrimination.

MassArt recognizes the right of all complainants to file charges of discrimination with the appropriate federal or state agency with or without first pursuing a resolution of the complaint throughout the College's complaint mechanism.

It is the intent of the Administration of the College to actively respond to all complaints with the hope that it can adequately resolve its own problems. Further information or advice may be obtained by contacting the Director of Affirmative Action, extension 201.

I. Discrimination Complaint Procedure for Employees and Students

The following complaint procedure may be utilized by any MassArt student or employee who believes that s/he has been discriminated against on one of the bases of race, religion, color, sex, sexual orientation, age, disability, veteran status, marital status or national origin. The individual may:

- File an Informal Complaint either permitting or not permitting the use of his or her name in efforts to resolve the matter.
- File a Formal Complaint (you do not need to file an informal complaint first)
- Proceed from an Informal Complaint to a Formal Complaint.
- If provided for by law, file a charge directly with the local, state or federal agency having jurisdiction.

II. Definitions

A Formal Complaint is a written allegation by a student or an employee that he/she has been discriminated against on the basis of sex, race or a disability.

III. Statement of Complaint Form

All Formal Complaints shall be written on a Statement of Complaint Form which will be available to complainants through the offices of Area Heads and the Director of Affirmative Action, extension 201.

IV. Informal Complaint

Prior to the Formal filing of a complaint, an individual may seek the advice and counsel of MassArt's Director of Affirmative Action in an informal meeting in order to determine the nature of any claim of discriminatory practices and to facilitate an expeditious resolution of the complaint. Whenever possible the claim should be brought to the Vice President or Director of Affirmative Action within 30 days of the occurrence. The Director of Affirmative Action may not involve other individuals in an investigation of the complaint without the complainant's consent. The Informal Procedures shall normally be completed within 15 working days, although extensions are possible if need is determined.

V. Procedures for filing a Formal Complaint

There are three steps involved:

Step I - File Discrimination Complaint Form with the Director of Affirmative Action, complete with supporting documents.

- complaint should be filed within 40 working days of the occurrence; although this time line may be extended.
- Director of Affirmative Action has 15 working days to review complaint, attempt to mediate the complaint
- if an agreement is reached, the Director will notify the parties, the appropriate Vice President and the President.
- if no settlement is reached, the Director will provide a Statement of Findings and Recommendations to the parties, the Vice President and the President.
- following receipt of the Statement of Findings the parties have 10 days to notify the director in writing if either party wishes to appeal the finding.

Step II - The appropriate Vice President is responsible for hearing Step I Appeals.

- Vice President or designee shall review complaint within 15 working days of receipt of the appeal, undertake further investigation, and provide an opportunity for a hearing. A hearing must be requested by the party within 10 days of the Vice President's offer.
- Deadlines may be extended if the Vice President's Statement of Findings and Proposed Remedy, either party may take exception and appeal to Step III within 10 working dates of receipt of the Statement.

Step III - Unless the President is personally charged, or disqualifies himself, the President shall be the sole Step III Appeal Officer.

- The President shall consider the complaint within 10 working days.
- The President may extend the timetable if need is determined.
- The President will issue a Notice of Final Resolution to the parties, Vice President and Director of Affirmative Action. The President's decision is binding, yet the complainant has the right to file charges with appropriate local, state and federal agencies.

In the event that a complaint has not been resolved within 45 days following its filing at any step, either party may elect to have the matter considered at the next step.

VI. Waiver

Failure of the complainant to comply with any provision of the aforesaid complaint shall be deemed to be a waiver of the complaint. Failure of either the Appropriate Vice President to comply with the time limits set forth in the procedure shall cause the complainant to be automatically appealed to the next level in the complaint procedure. The time limits specified in the complaint procedure may, however, be extended in any specific instance by mutual written agreement of the parties.

VII. Retaliatory Action

Massachusetts College of Art assures that not retaliatory action shall be taken against those persons who file complaints of discrimination.

SEXUAL HARASSMENT POLICY

In accordance with Mass Art's Affirmative Action and Equal Opportunity policy and in conformance with the Equal Employment Opportunity Commission and related state and federal laws, it is against the policy of MassArt for any member of the College community, male or female, to sexually harass another employee or student. The College is committed to providing a working, living, and learning environment that is free from all forms of abusive, harassing or coercive conduct. This policy seeks to protect the rights of all members of the College community to be treated with respect and dignity. Sexual harassment is considered an illegal activity, if it exists in the work place. The College has an obligation to see that no member of the College community, including faculty, staff and students engage in unlawful sexual harassment.

Sexual harassment can be defined as deliberate or repeated unsolicited verbal or nonverbal comments, questions, representations or physical contacts of an intimate sexual nature which are unwelcome to the recipient. Sexual harassment can also take the form of making or threatening to make decisions affecting an employee's job, or a student's status on the basis of an acceptance or refusal of a request for sexual intimacy.

For information on specific complaint procedures see Section on Complaint Procedures in this Handbook. For general information, contact the Director of Affirmative Action.

POLICY AGAINST RACISM

The Massachusetts College of Art, in accordance with the Massachusetts Board of Regents of Higher Education prohibits all forms of racism. The Regent's policy prohibits racism, anti-semitism and ethnic or cultural intolerance. The policy proscribes all conditions and all actions or omissions including all acts of verbal harassment or abuse, which deny or have the effect of denying to anyone her/his rights to equality, dignity and security on the basis of her/his race, color, ethnicity, culture or religion. The policy reaffirms the doctrine of civility, appreciation for cultural/racial pluralism and the preeminence of individual human dignity as preconditions to the achievement of an academic community which recognizes and utilized the resources of all persons.

MassArt will vigorously strive to achieve diversity in race, ethnicity and culture sufficiently reflective of our society. MassArt bears a responsibility by edict and an obligation by social morality to eradicate racism, ethnic and cultural offenses and religious intolerance, and will strive to promote an atmosphere of acceptance with dignity for all individuals and groups within our system of public higher education. MassArt commits itself to establishing and maintaining a system of learning which genuinely appreciates the social and academic value of a pluralistic educational community and fervently combats all vestiges and expressions of racial, ethnic, cultural or religious offensiveness and hostility.

Any member of the College Community who believes that s/he has been a victim of such discrimination may initiate the Informal or Formal Complaint procedures as outlined in the Discrimination Complaint Procedures described in this Handbook. Further information or advice may be obtained by contacting the Director of Affirmative Action.

POLICY ON AFFIRMATIVE ACTION AND NON-DISCRIMINATION FOR DISABLED PERSONS

MassArt recognizes the multitude of barriers which confront disabled persons in access to both employment and education. Consistent with state and

federal statutes which affirm and protect the equal opportunity rights of otherwise qualified disabled persons, MassArt together with the Massachusetts State Colleges adopt a policy of affirmative action with regard to ensuring non-discrimination and equal opportunity for otherwise qualified disabled persons. In all matters of employment and education such persons will receive full and fair treatment.

Any reasonable accommodation provided by MassArt will be provided to the extent that no undue hardships on the major operations of the College are imposed.

Any member of the College community who believes that s/he has been a victim of discrimination because of disability may initiate the Informal or Formal complaint procedures as outlined in the Discrimination Complaint Procedures described in this Handbook. Further information or advice may be obtained by contacting the College Director of Affirmative Action or the 504 Coordinator located in the Office of Student Affairs, Kennedy Building, Room 203.

POLICY ON AIDS

Increasing public awareness and concern over Acquired Immune Deficiency Syndrome (AIDS) and a commitment to fair, equitable, compassionate and dignified treatment of all members of the various college communities have prompted MassArt to agree to the necessity of individual institutional policies with respect to persons infected with AIDS or AIDS-related conditions, as a part of the MassArt Affirmative Action/Equal Opportunity Plan. The Guidelines approved by MassArt are printed Guidelines For Public Institutions in Massachusetts Acquired Immune Deficiency Syndrome (AIDS)

It has been determined that Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related Complex (ARC) potentially present a serious public health issue and, therefore, have widespread and significant importance for the administration of public institutions in Massachusetts. The Board of Regents, therefore, has adopted guidelines or basic principles which should assist institutions in determining appropriate campus responses to this issue. Institutions are encouraged to adopt and adapt these guide lines before they are confronted with specific cases to ensure that necessary decisions can be made in a timely manner and on as objective a basis as possible.

INTRODUCTION:

As far as is currently known, epidemiologic studies show that AIDS is transmitted via sexual contact or blood-to-blood contact. To date, there is no evidence of recorded transmission of AIDS through casual contact by living in the same household, working side-by-side, or associating socially with an individual with AIDS, ARC or positive HTLV-III antibody test. Therefore, current medical evidence indicates that no actual safety risks are created in a normal academic or employment setting. This conclusion should be central to the decision-making and information dissemination processes on campus.

In making decisions, institutions must balance carefully the rights of individuals to privacy and fair treatment with the responsibilities of institutions to provide for all an environment free of undue health risks. This responsibility to weigh competing interests strongly suggests that decisions relating to individuals with AIDS/ARC should be handled on a case-by-case basis in consultation with experts.

The legal foundation for most AIDS issues relating to students and employees is already established. Students or employees with AIDS have the

same legal expectations as those who are healthy. Two statutes of particular relevancy are sections 503-504 of the Rehabilitation Act 1973 delineating the rights of handicapped individuals, and the Buckley Amendment protecting the confidentiality of student records. Institutions should be familiar with current and developing case law in the field to ensure that procedures and policies conform to acceptable standards.

INSTITUTIONAL RESPONSIBILITIES

1. Since this disease is transmitted primarily through private acts and personal decisions, institutions cannot regulate the means of its control. However, they do have an opportunity and responsibility to educate their members as to the nature and consequences of the disease. Institutions, therefore, should institute and repeat regularly educational programs for students and staff. This educational effort should incorporate the most up-to-date information available.
2. To ensure that institutions maintain a comprehensive approach to AIDS issues, it is recommended that responsibility be assigned to a knowledgeable group of high level people, or at a minimum, a specifically designated individual in charge of the program.
3. Confidentiality of student and employee records should be maintained rigorously, consistent with the "need to know" principle for decision-making.
4. Since time is the enemy of an AIDS victim, institutions should make every effort to provide immediate assistance or response to issues raised.
5. To protect the rights of confidentiality of individuals, the number of persons in the institution who are aware of the existence/identity of students and employees who have AIDS, ARC or a positive HTLV-III antibody test should be kept to an absolute minimum.
6. In developing institutional programs, great care should be exercised to avoid providing or creating opportunities for inadvertent discrimination against AIDS, ARC or HTLV-III test victims.

STUDENTS

7. Admission to an institution should not be denied on the basis of a medical history of AIDS, ARC or a positive HTLV-III antibody test, nor should institutions attempt to screen newly admitted or current students for the antibody.
8. If institutions offer testing for the HTLV-III antibody, it should be done only where it can be administered anonymously, where positive results can be confirmed by specific tests, and where pre- and post- counseling is available.
9. No specific or detailed information concerning medical records or diagnosis should be provided to faculty, administrators, parents, or other interested parties without the express written permission of the student in each case, except in a life-threatening situation.
10. Institutional health policy should encourage regular medical follow-up for

those who have AIDS, ARC or a positive HTLV-III antibody test. Special precautions to protect the health of immunologically compromised individuals should be considered during periods when contagious diseases such as chicken pox, influenza, and measles are prevalent.

11. Institutions should adopt and follow safety guidelines proposed by the Public Health Service, the Center for Disease Control, or the American College Health Association for the handling of blood and body fluids of persons with AIDS, ARC or positive HTLV-III antibody tests. These guidelines refer not only to health services, but also to teaching laboratories where blood or body fluids are used for analysis, athletic facilities, etc.
12. In academic programs in which it is necessary for students to handle blood or body fluids of AIDS victims as part of their clinical experience, institutions should establish procedures for students who seek exemptions from course adequate safeguards might institute a demonstrable health risk. Any such procedure should be announced in the appropriate channels in advance of assignment to a clinical experience involving AIDS victims.
13. Within the guarantees of confidentiality, students with AIDS, ARC or a positive HTLV-III antibody test should be encouraged to inform the institution of their condition to enable staff members to provide support services as appropriate.
14. There are no medical reasons currently known to discriminate against persons having AIDS, ARC, or positive HTLV-III antibody tests by denying access to normal classroom, social, or residence life experiences.

EMPLOYEES

15. The same principles of confidentiality and fair consideration accorded to students should be practiced with all employees.
16. In cases where an employee is known to be an AIDS, ARC or positive HTLV-III antibody victim, institutions should respond to their needs in a reasonable and supportive manner based on their individual medical condition. On a case-by-case basis, in consultation with the individual's physician, institutions should determine to what, if any, extent the individual should be provided reasonable alternatives in the work place.
17. If an employee refuses to work with a person with AIDS, ARC or positive HTLV-III antibody tests, they first should be assisted with medical counseling to allay their fears. If the problem is not resolved, they should apply for transfer to another position. Refusal to work with a person with AIDS, ARC or positive HTLV-III antibody tests does not excuse employees from fulfilling their assigned responsibilities.

NEWSLETTER

The MassArt Newsletter aims to provide a communications/informational vehicle for the entire College community: students, faculty, alumni, and administration alike. The Newsletter publishes awards, appointments, events, exhibits, and short communications, as well as a weekly calendar of events and

meetings relevant to MassArt.

During the academic year from September-May, weekly issues are available on Monday afternoons and can be picked up at: the security desks in the Tower and Longwood buildings, the Student Center, and in the Student Affairs

Office (2nd Floor, Kennedy Building).

Information for publication in the Newsletter should be sent to the Student Affairs Office (2nd Floor, Kennedy Building), the Mail Room (8th Floor, Tower Building), or the Newsletter Office

(11th Floor, Tower Building). The deadline is Monday at 5pm for distribution the following Monday afternoon. All submissions must include a contact name and phone number.

Access to back issues of the Newsletter can be arranged by contacting The President's Office (11th Floor, Tower Building) at Ext. 200.

OFFICE OF ALUMNI AFFAIRS AND DEVELOPMENT

The Office of Alumni Affairs and Development served the dual, yet complimentary function of providing support to both the College's Alumni Association and the Foundation.

The Alumni Association exists to provide professional support to the College in a variety of forms. Each person who completes one year or more of study in a degree-granting program is, upon leaving MassArt, a member of the Alumni Association. The Association is governed by an elected, 16-member Board of Directors which organizes activities that help to keep alumni/ae informed of the College's goals and programs so that the alumni/ae can assist in promoting the College as an educational institution, in raising funds to support specific programs and in helping students to move toward their career objectives. The Association also serves as networking system for alumni/ae to be able to keep up-to-date on each other's work.

The Foundation is a non-profit, tax-exempt organization with a 30-member Board of Directors whose membership includes College administrators, faculty, alumni/ae and corporate representatives. The Foundation is charged by the College Board of Trustees with the responsibility of leading all College efforts to raise funds for all non-state-funded programs that are initiated by students, faculty, administrators and/or alumni/ae.

As part of its development work, this office chairs the Development Committee which has review and oversight responsibilities for all approved, College-related grant requests regardless of whether the grants are to be administered by the Foundation, the College or individuals.

For more information regarding either the Alumni Association or the Foundation, contact to be announced.

ACADEMIC AFFAIRS

ACADEMIC PROGRESS

Mid-Semester Warning

If a student is in danger of not passing a course at mid-semester, he/she receives a mid-semester warning.

Incompletes

A final grade of Incomplete (INC) is given only in exceptional circumstances. Incompletes must be made up by the 8th week of the following semester.

Academic Notice

Students who complete less than 2/3 of credits attempted in a semester will be placed on Academic Notice and will be advised of this status in a letter from the Director of Academic Advising and Off Campus Programs. Only courses receiving a passing grade are considered completed. Grades of Incomplete, No Credit, and F(Failure) designate courses which are not completed.

Academic Notice status is removed when a student successfully completes 2/3 of the credits attempted the following semester. A second Academic Notice will result in a student being placed on Academic Probation.

Academic Probation

Students who receive two consecutive semesters of Academic Notice will be placed on Academic Probation, and advised of this status in a letter from the Dean of Undergraduate Studies. These students must meet with the Undergraduate Dean before registration to discuss the process required to remove probationary status. All students who are on Academic Probation must pass 2/3 of the credits attempted in the following semester.

Academic Dismissal

If a student on Academic Probation fails to successfully complete 2/3 of the credits attempted in the next semester, then the student will be subject to academic dismissal. The Dean of Undergraduate Studies will meet with the student to discuss such dismissal. Students who wish to appeal that dismissal can do so through the Dean of Undergraduate Studies within six weeks from the date of dismissal. A student who has been dismissed for academic reasons from the College, may appeal the decision by presenting his/her objections in writing to the Dean of Undergraduate Studies for review by the Vice President of Academic Affairs. (See Departmental Dismissal)

ADVISING

Faculty Advising

All students are assigned a faculty advisor. Advisors for new students are assigned at the beginning of the student's first semester at the college. Sophomores, juniors, and seniors are assigned an advisor in their major department. Advisors are reassigned each fall. The faculty advisor list is posted in the Tower Building on the 5th floor, in the cafeteria, in the Longwood Building, and in the Administration Building.

The Advising Center

The Advising Center serves as the hub of the Massachusetts College of Art Advising system. Supplementing faculty advising for each student, the Advising Center helps students understand curriculum requirements and specific academic procedures.

The Director of Academic Advising will counsel students who have individual academic difficulties and/or concerns. Examples of these are: switching major concentrations; participating in Exchange/Mobility programs; unsatisfactory academic performance; permanently withdrawing from the College; inquiring about study abroad programs; preparing for graduate school. Often, the Director of Academic Advising will refer students to appropriate faculty members, department chairpersons, or members of the administrative or professional staff. It is also the responsibility of the Advising Center to confirm a student's graduation status. The Advising Center is open 5 days a week, 9am to 5pm, and is in Room 541, Tower Building. Students are encouraged to call Ext. 447 for an appointment or drop in at the Center.

Affirmative Action

The Affirmative Action officer is responsible for coordinating all affirmative action matters at the College and implementing the State College Affirmative Action Plan. The Affirmative Action Officer also serves as a resource on all issues relating to affirmative action.

Multi-Cultural Affairs Office

This office, which operates out of the Office of the Dean of Undergraduate Studies, works in conjunction with the MultiCultural Affairs Committee whose members include students, faculty, administrators and Spectrum (a student organization) to develop and coordinate minority and disadvantaged student activities and promotes a multi-cultural approach to programs, activities and services at the College.

ATTENDANCE

During the first week of classes, instructors clearly state their expectations with regard to performance and attendance, and their method of maintaining attendance. They explain their expectations with regard to make-up work and examinations which may be necessary due to the absence of either party.

All students must attend the first day of classes for which they registered to reserve a place. If they cannot attend because of illness or other emergency, they must call the faculty member of the department office before the first class meeting.

Students are expected to attend all classes. Faculty have a right to assign "no credit" to students who attend less than 80% of the classes.

Absence

A student absent from class for more than one day must notify the Registrar who then informs the instructor. Reasons for absence must be given.

CHANGE OF CONCENTRATION (UNDERGRADUATE)

A maximum of one change or major/concentration shall be permitted in the student's academic career at the College. Students are required to provide justification for this transfer. Students who wish to change their concentration, must complete a CHANGE OF CONCENTRATION form (available at the

Registrar's Office). This form requires the signatures of the department Chair of the current concentration, and the Director of Academic Advising; the student then returns the completed form to the Registrar. A change of concentration may require additional time of study. Students are encouraged to visit the Advising Center to discuss how a change of concentration will affect their academic progress.

Students wishing a second change of major/concentration must, in addition to obtaining all the signatures on the form, meet with the Director of Academic Advising, the Faculty advisor, and the Chairperson of the new major department at a conference arranged by the Director of Academic Advising.

CONTINUING EDUCATION

BFA candidates may register for Continuing Education courses in any semester. During fall and spring semesters the following procedures apply. These practices and procedures do not apply to summer registrations.

Any BFA candidate registered in both Day and PCE courses will be charged the appropriate day fees for the total number of credits registered, i.e. Day credits plus PCE credits. No student will be allowed to register in PCE until all day school fee commitments are paid in full. Any BFA candidate attending PCE only will be charged the appropriate PCE fees; no day fees will be charged. Instructions for registration are as follows:

- 1) Obtain blue registration form and course information from the Continuing Education Office (T200).
- 2) Select courses.
- 3) Complete Registration form.
- 4) See the Director of Academic Advising (T541) to obtain approval for selected courses.
- 5) Obtain signature from the Registrar's Office. (At this point the Registrar's Office staff will note credits registered in the Day program.)
- 6) Go to the Continuing Education Office for Registration. (If you are registered for 0 credits in the Day program this is your last step.)
- 7) Go to the Business Office to pay Registration fees. (Students on Financial Aid should see Ken Berryhill, Director of Financial Aid.)
- 8) Go back to the Continuing Education Office to finalize registration.

Continuing Education classes may be cancelled if under enrolled. Courses meet regardless of day school vacations, faculty days, registration days, review boards, or exams. They do not meet on State holidays. There is a \$5.00 charge for any Continuing Education course change, addition, or withdrawal.

Drop: A student needs to complete an Add/Drop Form and obtain the signatures of the student's faculty advisor. Students are encouraged to inform the instructor of the course. Failure to drop a course officially will result in a NC (No Credit) grade on the student's grade report.

Withdrawal: A student needs to complete a Withdrawal Form and obtain the signature of the student's faculty advisor. Students are encouraged to inform the instructor of the course. Failure to withdraw officially from a course will result in a NC (No Credit) grade on the student's grade report.

COURSE LOAD

All students must complete a program of 132 credits to receive a BFA degree. Varying slightly for each area of concentration, these credits are distributed among Freshman studio foundation courses (CORE), major concentrations, Critical Studies (liberal arts), and studio electives.

With the exception of Art Education and Art History, the major concentrations include the following distribution of courses: 18 credits in CORE, 45 credits in Critical Studies, 39 credits in the concentration and 30 credits in electives. (In Design, Art History, and Art Education, electives must be studio courses; in Fine Arts and Media areas, electives can be studio and Critical Studies.) (Consult the catalog for fuller details.)

To graduate in eight semesters (4 years) undergraduate students must pass a normal full-time load of 33 credits per academic year. Full-time students must take at least 12 credits per semester. Permission from the Director of Academic Advising is required for undergraduates to take more than 18 credits in one semester. The maximum load for a graduate student is 15 credits per term. Permission to take 21 credits per term requires the signature of the Dean of Undergraduate Studies.

CREDIT/HOUR RATIO

Critical Studies and Art Education courses use the standard Carnegie unit of measuring credit for a course: 12 to 15 classroom hours equal on a semester credit; for example, a 3-credit Critical Studies meets for three hours a week over 15 weeks for a total of 45 classroom hours.

Studio courses have a higher ratio of classroom hours to credit. Studio courses with 3 credits meet for 4 1/2 hours a week for faculty contact time over 15 weeks of 67 1/2 classroom hours.

CURRICULUM

Academic Programs

The College offers the following programs:

Bachelor of Fine Arts (BFA) - an undergraduate degree program of 132 credits which can be pursued on a full or part-time basis.

Master of Fine Arts (MFA) - a graduate two-year degree program of 60 credits which must be pursued full-time.

Master of Science in Art Education (MSAE) - A graduate program of 36 credits which can be pursued on either a full or part-time basis.

Post-Baccalaureate

Teaching Licensing Program - for students with a strong studio art background who want to be licensed to teach art in Massachusetts and 32 other states.

Graphic Design Certificate - a 12-course evening program for students with college level art course work, and a minimum of 60 college credits, that prepares

them for careers in Graphic Design.

Professional and Continuing Education Program - an evening program that provides studio and academic courses for students in all the formal programs and for the general public.

CONCENTRATION/MAJORS

Majors: The Massachusetts College of Art grants five majors: Design, Fine Arts, Art Education, Art History and Interdisciplinary; and offers twenty concentrations within these major areas. (See Below.)

Dual Concentrations: A dual concentration requires fulfilling the concentration requirements of two concentrations within either one major or two major areas.

Interdisciplinary Major or Concentration: An interdisciplinary major or concentration is a set of required courses adding up to 39 credits established by two departments. At present, there are two disciplinary majors: Printmaking/Graphic Design and Museum Education.

Open Concentration: An open concentration is for the exceptional student with a clear sense of direction within a major. The student must complete one year of concentration, then write a detailed proposal which must be approved by the faculty advisor, the Chair of the student's current concentration, and by the Dean of Undergraduate Studies.

Minors: A minor consists of 18 credits of course work following a prescribed sequence as set up within a department.

Outline of Concentrations/Majors and Corresponding Departments

<u>Major</u>	<u>Concentration</u>	<u>Department</u>	<u>Room/Phone</u>
Art Education	Certification	Art Education	N 279/x411
	Studio Education		
	Museum Education		
Art History	Art History	Critical Studies	T533/306
Design	Graphic Design	Communication Design	T624/x346
	Illustration		
	Architectural Design	Environmental Design	T624/x346
	Fashion Design		
	Industrial Design		
Fine Arts	Ceramics	Fine Arts/3D	L400C/x475
	Fibers		
	Glass		
	Metal		
	Sculpture		
	Painting	Fine Arts 2D	C153/x411

	Printmaking Filmmaking Interrelated Media	Media & Performing Arts	L400D/c217
Inter- disciplinary	Printmaking/ Graphic Design	Fine Arts 2D/ Design	C153/x411 T635/x346

Common Features of All Programs of Concentration

Concentrations are similar in their course distributions. Usually, a concentration includes the following distribution of courses: 15 credits in CORE, 45 credits in Critical Studies, 39 credits in the concentration, and 33 credits in electives p altogether a total of 132 credits. The academic evaluation form for each concentration describes the exact distribution of CORE, Critical Studies, and studio courses. (In Design and Art Education, electives must be studio courses; in Fine Arts areas, and Art History electives can be studio and Critical Studies.)

DEPARTMENTAL DISMISSAL

All departments have internal standards for academic dismissal from a major/concentration; each department provides a probationary period of at least one semester for students who have fallen below department standards. Departmental policies for dismissal are kept on file in the office of the Dean of Undergraduate Studies, who is responsible for making sure that they are internally consistent and consistent with all-school policy.

Students should be informed of departmental probation by written notice presented to the student during a meeting with appropriate faculty members and the department chair. This meeting should take place by the first week of the semester. The Dean of Undergraduate Studies is notified at that time of the student's having been put on probation, and is provided by the department with all pertinent information.

Students on departmental probation should be notified in person by appropriate faculty and departmental Chair, either of recommendation for departmental dismissal or lifting of departmental probation. This notice should be given immediately following the student's end-of-semester review. At this point, the recommendation for departmental dismissal is forwarded to the Dean of Undergraduate Studies, who reviews the evidence for dismissal and, in writing, notifies the student of his decision.

Students dismissed from a department have the right to appeal through the office of the Vice President of Academic Affairs. Students who have been dismissed from two departments are subject to Academic Dismissal from the school

DIRECTED STUDY

Open to seniors, unless there are exceptional circumstances, in which case the Undergraduate Dean's signature is required on the form, Directed Studies give students the opportunity to pursue a clear, specific project in a Critical Studies area. The form, available in the Registrar's Office, will require students to submit a description of the project, a bibliography, and 6 scheduled meeting times with the faculty who will supervise the project. Again, this 3 credit option in Critical Studies is only for seniors. Students may undertake only 1 directed study per semester, with a limit of 2 toward the degree.

Students who wish to take a Directed Study submit the appropriate form with the Instructor's signature to the Registrar during registration. The Registrar will send all collected forms to the appropriate department Chairs for their signatures. Because of difficulties with scheduling or for other exceptional reasons, a Directed Study project may be set up by a student with an instructor's permission after the add/drop period. Forms that are thereby generated, signed by the instructor and Chair, must then be countersigned by the Undergraduate Dean before the student is allowed to begin the Directed Study program.

DUAL CONCENTRATION/DUAL MAJOR

Students who choose a Dual Concentration complete the requirements of two concentrations within the same major. Example: painting and film (both in Fine Arts); the studio education option and the museum education option (both in Art Education).

Students who choose a Dual Major complete the requirements of two concentrations offered within different majors and departments. Example: painting (Fine Arts) and art history (Critical Studies).

Whether or not it is feasible to combine majors or concentrations depends on the particular area of student interest. Students may need to speak to chairpersons of relevant departments to assess additional time commitment.

ENROLLMENT VERIFICATION REQUESTS

The Registrar's Office can verify enrollment for any student enrolled in the undergraduate programs of the college. (Enrollment verification for graduate and continuing education students is obtained from the Continuing Education Office). All enrollment verification requests should include the student's name, former name (if any), ID#, dates to be verified, and the student's signature.

No enrollment can be verified prior to the first day of classes for the semester to be verified. Registration for a semester may be verified immediately following registration.

All enrollment requests are processed within five to ten working days of the date of request. Every effort will be made to process requests more quickly, when needed; however, requests should be made well in advance of when needed.

EXHIBITIONS

The College has many areas which are used as gallery and performance spaces:

<i>Thompson Gallery</i>	B Floor, Longwood Building
<i>11th Floor Gallery</i>	Tower Building
<i>Tower Student Gallery</i>	2nd Floor, Tower Building
<i>A-4 Photography Gallery</i>	A Floor, Longwood Building
<i>Longwood Theater</i>	B Floor, Longwood Building
<i>Tower Auditorium</i>	Tower Building
<i>Space 46</i>	C Floor, Longwood Building

<i>Main Gallery</i>	2nd Floor, Administration Building
<i>Arnheim Gallery</i>	Administration Building
<i>Huntington Gallery</i>	1st Floor, Administration Building
<i>Smith Hall</i>	1st Floor, Smith Hall
<i>Student Life Gallery</i>	2nd Floor Kennedy Building

In addition, exhibitions of work by students in CORE, Painting, Printmaking, and Art Education are exhibited in corridor spaces in North and Collins Buildings.

Several exhibitions related to Mass Art are also presented at Alchemie Gallery (286 Congress Street, Boston).

Exhibitions, performances, and openings are announced in the College Newsletter. These can be an important part of your education in the visual arts!

For information about exhibition schedules, contact Jeff Keough, Director of Exhibitions.

EXHIBITIONS POLICY

Assumption

Exhibitions serve as an ongoing resource for the college community. it is the intent of Exhibitions to demonstrate the visual articulation of ideas and values. Exhibitions of a professional art college reflect the diversity of the College itself; subsequently, exhibits will include a wide range of media and themes and, whenever possible, relate to visiting artists and lectures. Artistic freedom and responsibility are essential in conceiving and carrying out the exhibition program.

Exhibitions Committee

The Exhibitions Committee is the College's governance forum which serves as a decision-making body for exhibitions, visiting artists, and the use of Massachusetts College of Art "exhibiting space". The Director of Exhibitions coordinates and oversees all exhibition activities which include" planning, scheduling, installing, jurying, securing safely, and handling grievances.

Exhibitions in Non-Public Spaces

Non-public spaces are defined to be those where participation in this exhibition is at the viewer's option and controlled access is possible, such as enclosed gallery settings. On campus, such spaces include the Huntington and Main Galleries, the Alumni/ae Gallery, Thompson Gallery, and the Student Life Gallery. The Director of Exhibitions is authorized to approve and implement exhibitions within designated non-public spaces. The following indicates who is responsible for scheduling each gallery:

Huntington Gallery	Exhibitions Committee
Main Gallery	
Thompson Gallery	
Alumni/ae Gallery	Alumni Affairs
Smith Hall Gallery	Housing
Student Center Gallery	Student Center

The Director will review any doubtful issues of safety and security with the Offices of Academic Affairs, Facilities, and Public Safety. In addition, exhibition of work by students in Core, painting, printmaking, and art education are exhibited in corridor spaces in the Administration and Kennedy Buildings. Several exhibitions related to MassArt are also presented at Alchemie Gallery (286 Congress Street, Boston) each year.

Exhibitions, performances, and openings are announced in the college Newsletter. These can be an important part of your education in the visual arts, so try to attend. For further information about exhibition schedules, contact Jeff Keough, Director of Exhibitions, at ext. 550.

Exhibitions in Public Spaces

Public areas on campus include all lobby and hallway areas in campus building, the Tower Auditorium, the Longwood Theater, the Cafeteria, and all exterior grounds areas adjacent to all buildings, including the Quadrangle at the Huntington Avenue campus. Public areas also include displays in street-facing windows. Plans for college sponsored exhibitions off-campus should be reviewed and scheduled in advance with the Exhibitions Committee.

The Director of Exhibitions and the Director of Public Space are authorized to approve and implement exhibitions within designated public spaces. Forms can be obtained in the Office of Exhibitions, Room 538, Tower Building. These forms need to be filled out by the student and signed by the Director of Exhibitions and by the Director of Public Space. They will review questionable issues of safety and security with the Offices of Academic Affairs, Facilities, and Public Safety (See also Public Space Usage).

Exhibition Safety

The Director of Exhibitions must be assured that exhibiting works are safely secured and that they are not interfering with a fire exit, passageway access, public doorway, or fire safety equipment. Pieces with protruding edges or points must be carefully mounted or in some cases protected by a rope barrier. Works should not be constructed of materials that are health hazards and that are easily flammable.

Any questions regarding Exhibitions and/or Exhibitions policy should be addressed to Jeffrey Keough, Director of Exhibitions, at ext. 550. The Office of Exhibitions and Visiting Artists is located off the Huntington Gallery in the Administration Building.

Legal Liabilities

Every effort will be taken by members of the Security Department to insure that an exhibit is protected. However, no liability is assumed by the College unless agreed to in advance. Individuals considering exhibition of works are urged to contact the Director of Public Safety before installation for suggested techniques to increase the security of an exhibition.

Artistic Freedom and Grievance

The College encourages artistic experimentation, discovery, and self-expression. Learning and creativity involve taking risks. However, the school will not allow the exhibition of work which endangers the health and safety of any community member or the security of a building.

If an exhibitor has any questions regarding the "artistic freedom limits" of a particular piece, he/she is advised to consult with the Director of Exhibitions prior to the exhibition. For existing pieces in a current exhibition, all questions of artistic freedom must be directed to the Director of Exhibitions.

If necessary, the Director of Exhibitions will consult with the Exhibitions Committee and the artist (in question). If a piece is temporarily removed by the Director of Exhibitions, the artist may follow a grievance through the following procedure:

1. A brief written grievance is presented to the Director of Exhibitions, who will place the grievance on the agenda for the next possible Exhibitions Committee meeting.
2. The Exhibitions Committee members will review the grievance and Exhibition policy at the meeting.
3. Aggrieved party(ies) will be notified of when to appear before the committee to make a short presentation.
4. The Committee's decision will be entered into the minutes, sent to the aggrieved party(ies), and the Vice President of Academic Affairs.

Any questions regarding Exhibitions and/or Exhibition policy should be addressed to the Director of Exhibitions. The Exhibitions Office is located on the 5th Floor, Tower Building, at Ext. 550.

FACULTY ADVISOR

The faculty advisor list is posted in the Tower Building on the 5th Floor, in the Cafeteria, in the Longwood Building, and in the Kennedy Building.

GRADING SYSTEM

The College has instituted a dual grading system. It is being reviewed during 1991-92 academic year. What follows prevails with the publication of this Student Handbook. All Freshman courses are graded pass/no credit. Beyond the Freshman year, some departments give letter grades; other departments pass/no credit, depending on which system, in the view of the faculty of each department, best serves their goals. (No D grades are given in the letter grade system. You must receive a grade of C to pass.)

Departments With Letter Grades: A, A-, B+, B-, C+, C, F

Critical Studies
Art Education
Design

Departments With Pass/No Credit

Fine Arts 2-D
Media and Performing Arts
Fine Arts 3-D

H-Honors: It is possible to receive Honors for exceptional work in an individual course in both the pass/no credit and letter grade system. In the letter grade system, H is a designation higher than A.

Letter Grading

A = Superior Work

B = Good Work

C = Adequate Work

F = Failure (See below under NC-No credit.)

Pass/No Credit Grading

P-Pass: The designation signifying successful completion of the course requirements.

INC-Incomplete: A temporary designation indicating that at least 80% of the course requirements have been met and that the remaining course requirements are expected to be completed, and a permanent designation issued by the subsequent mid-semester. The student is responsible for having a Missing Grade/Change of Grade form completed and filed with the Registrar.

W-Withdrawal: Signifies that the student withdrew from the course before the end of the semester. This designation appears on the student's evaluation report at the end of the semester, but is not recorded on his/her permanent transcript.

NC-No Credit: Signified that the student's work was not acceptable in the course and therefore credit cannot be granted. This designation appears on the student's evaluation report at the end of the semester, but is not recorded on the permanent transcript. If a failing grade is received for a required course, the course must be retaken and passed, providing that the student remains in the concentration.

Clarification: Students may request from their instructors written explanations of any of the above designations. In such cases, instructors complete CLARIFICATION OF EVALUATION forms and return them the Registrar's Office. These forms are maintained in the student's folder, but information from these forms is not entered on the student's permanent transcript. Copies of Clarification forms may be sent with transcripts upon request.

Further Clarification of Grades

H-Honors: The designation reserved for those students who have done exceptionally distinguished work within the framework of the course. A student may not contractually opt for Honors. A grade of H is considered to be higher than an A.

Requesting Letter Grades on Transcript

A student, matriculated prior to the 1988 Fall semester, can request that all passing (C or above) letter grades assigned according to official grading policy will appear on his/her permanent transcript.

To indicate the choice above, a student completes a form which is then filed with the Registrar's Office as a permanent record.

Change of Grade

An instructor may change any course grade until the following mid-semester.

Incomplete grades, in exceptional cases, may be extended beyond the following mid-semester only at the discretion of the instructor or the department

Chair in the absence of the instructor.

Changes of grades other than incompletes will be permitted after midsemester only with the signatures of the instructor, the department Chair, and the Dean of Undergraduate Studies. In the absence of the instructor, the signature of the Chair and the Dean will suffice.

If the Instructor initiates a change of grade, it shall be the responsibility of the Registrar to notify the student.

A change of grade form must be used for all changes of grades.

HEALTH & SAFETY

For those courses where masks, respirators, and/or other gear are necessary, students are expected to purchase their own gear. Instructions regarding health and safety issues will be given in class. (See also the *Health and Safety Manual* distributed to all students.)

INDEPENDENT STUDY

Juniors and Seniors who have a specific project in a studio program which cannot be done within the structure of a course may arrange to work with an instructor on an independent basis. An independent study form, available in the Registrar's Office, including a brief description of the project must be submitted and approved by the instructor, and the department chair. Only one 3-credit independent study may be taken each semester, with no more than 4 such courses counted toward degree requirements.

Students who wish to take an independent Study submit the appropriate form with the Instructor's signature to the Registrar during registration. The Registrar will send all collected forms to the appropriate department Chairs for their signatures. Because of difficulties with scheduling or for other exceptional reasons, an Independent Study project may be set up by a student with an Instructor's permission after the add/drop period. Forms that are thereby generated, signed by the Instructor and Chair, must then be countersigned by the Undergraduate Dean before the student is allowed to begin the Independent Study program.

LEARNING DISABILITY PROCEDURES

The Massachusetts College of Art recognizes Federal mandate 504 which guarantees educational rights for the learning disabled. Only students who have been professionally diagnosed as having learning disabilities through an established Individual Educational Plan (IEP) from high school or through a professional diagnosis will be eligible for support services (listed below) in order to complete their courses successfully at the Massachusetts College of Art. Undiagnosed learning disabled students must take the initiative in seeking professional diagnosis. Information on centers for diagnosing learning disability can be found in the Office of Academic Advising. Students are strongly advised to begin diagnostic procedures before courses begin in order to be properly prepared for class.

Students who have been professionally diagnosed and documented for learning disability may then request assistance from the Director of Academic Advising and Off-Campus Programs. The Director will set up meetings with the faculty of the student's courses in order to arrange the proper learning procedures for that student. Students should take the initiative to meet with instructors before or at the beginning of the semester. Learning procedures available to professionally diagnosed learning disabled students may include the following:

- reduced course load

- untimed testing
- oral testing
- taking exams on word processors
- tape-recording lectures*
- note-takers
- readers
- subjective/objective testing adjustment
- deadline flexibility

Appropriate procedures for each such student should be determined with participation of the instructor. In the event of disagreement between instructor and student, the issue should be referred to the Academic Vice President for resolution.

*Tape-recording of lectures should be conducted according to procedures developed in the Office of Student Affairs. Students and faculty should receive copies of guidelines for the use of tape recorders.

INTERNATIONAL STUDENTS

All students who are not citizens or permanent residents of the United States should complete an International Student's Information form in the Admissions & Retention Office so that we have accurate information on your visa status.

Students on F-1 student visa who need updates on the I-20 form, permission to work, practical training approval, or any other visa-related information should see Kay Ransdell in the Admissions & Retention Office.

LEAVE OF ABSENCE

A student, not on academic or disciplinary probation, who wishes to be away from the college may take a leave of absence for a semester or a full academic year. A leave of absence form, available in the Registrar's Office, must be approved by the Dean of Undergraduate Studies. Students may not apply for a leave of absence for the current semester after mid-semester, except in cases of hardship as determined by the Dean. Leave of absence shall not be in excess of two semesters during the student's college stay. A Leave of Absence is not in good standing until all financial obligations and library liabilities are clear.

Students wishing to return to the College must fill out a RETURN FROM LEAVE OF ABSENCE form no later than 30 days prior to the first day of classes for the semester they wish to return, except in cases of hardship as determined by the Undergraduate Dean; however, it is expected that returning Students will attend registration.

LIBRARY

The Morton Godine Library is located on the 12th and 13th floors of the Tower Building. The library houses a collection of approximately 85,000 bound volumes, 500 periodical titles, 100,000 slides, 700 films, 350 videotapes, 1,000 records, microfilm, microfiche, posters, etc. Library hours are from 8:30 am - 7:00 pm, Monday through Thursday, and 12 Noon to 5 pm on Friday. Weekend, summer, and vacation hours are posted. The library is closed on holidays.

The Godine Library is in the process of automating services, and is currently on-line worldwide for interlibrary loan. Public access to the collection via In addition to the MassArt collection, the collection of the Museum of Fine Arts, Wentworth Institute, Wheelock, Emerson, New England Conservatory of Music, and the Massachusetts College of Pharmacy and Allied Health Sciences will be

displayed.

All Library patrons must have a current Mass Art ID card. ID cards are also required for use of reserve material in the library.

Library borrowings may be renewed by phone. The library charges a minimum \$.25 fine for overdue material, so make sure that you avail yourself of this renewal service.

LIBRARY CONSORTIUM

Library Consortium; Audio Visual Media Center; College Archives

The college is a member of the Fenway Library Consortium, a group of nearby libraries that have agreed to share resources. Students may use these libraries with the understanding that all transactions are between the student and the consortium library. The Godine Library cannot become involved if a dispute arises. The member libraries of the Fenway Library Consortium are:

Brookline Public Library
Emerson College
Emmanuel College
Hebrew College
Massachusetts College of Art
Massachusetts College of Pharmacy
Museum of Fine Arts Library
New England Conservatory of Music
Simmons College
Suffolk University (College Library)
University of Massachusetts Boston
Wentworth Institute of Technology
Wheelock College

MassArt students may also borrow from the libraries of the other 28 institutions of higher education of Massachusetts, one of which may be in your home-town area.

Use of Other Libraries

Some libraries of private colleges and universities admit a student from another institution for a specific purpose if a letter from a student's library is presented. Such letters are issued from the Reference Department of the Mass Art Library after a meeting with the student to determine that a valid need exists.

AUDIO VISUAL MEDIA CENTER

The college Media Center is located on the 7th floor of the Tower Building. Services offered include photographing of art work in 35mm or 4x5, from 1/2" to 8'x10', photo-reproduction of single frames from super 8mm or 16mm to 35mm or 4x5 negative positive film or print. Preview stations for audio or video, duplication with copyright waiver, and patch transmission to classrooms of live or prerecorded material can be arranged.

These services and loan of A-V equipment may be scheduled by calling Ext. 356 or at the A-V office, Room 735A. A current MassArt ID card is required for equipment borrowing. Advance scheduling of any service or loan of equipment is required due to heavy demand.

COLLEGE ARCHIVES

The Massachusetts College of Art Archives are located on the 13th floor of

the Tower Building. The Archives are the repository of the college's permanent institutional records and other special collections which relate to the history of the college or people associated with it. All of the archival holdings, which include publications, business records, correspondence, photographs, art, and audio and video recordings, are unique or rare, so none of the materials can be taken out. The Archives are open for reference service Monday through Friday 9am-noon and by appointment. Call 232-1555, Ext.364.

OFF-CAMPUS STUDY

1. CROSS-REGISTRATION

Through consortium agreements with other nearby colleges, students have the opportunity to supplement their curriculum in such areas as the arts, humanities, languages, mathematics, and natural and social sciences. The following are three consortia which permit such exchanges:

a. PRO-ARTS CONSORTIUM (Office at MassArt, 232-1555 Ext.259, Tower Building, 11th Floor)

*Berklee College of Music
Boston Architectural Center
Boston Conservatory of Music
Emerson College
Massachusetts College of Art
School of the Museum of Fine Arts*

b. COLLEGE ACADEMIC PROGRAM SHARING (CAPS)

*Bridgewater State College
Fitchburg State College
Framingham State College
Massachusetts College of Art
Massachusetts Maritime Academy
North Adams State College
Salem State College
Westfield State College
Worcester State College*

c. PUBLIC COLLEGE EXCHANGE PROGRAM (PCEP)

*Bunker Hill Community College
Massachusetts College of Art
Roxbury Community College
University of Massachusetts/Boston*

To enroll in a class at a consortium school students need to obtain a cross-registration form from the Registrar's Office. This form requires the name of the course and the MassArt requirement it is fulfilling, a faculty advisor's signature, and approval from the Registrar prior to the end of the Add/Drop period. Students then take the form to the host institution complying with their deadlines and registration procedures.

2. MOBILITY PROGRAM

Through the Mobility Program students in their Junior year have the opportunity to study for a semester at another art school. Participating students pay Massachusetts College of Art tuition and fees. The following are members of the East Coast Art School Mobility Program:

*Atlanta College of Art
Cooper Union
Maryland Institute of Art
Massachusetts College of Art
Nova Scotia School of Art and Design
Otis Institute
Parsons
Pratt Institute
Philadelphia College of Art
Rhode Island School of Design
The School of the Museum of Fine Arts
Tyler School of Art*

Students interested in applying to the Mobility Program, should meet with the Director of Academic Advising within the first two weeks of the prior semester. They then must, by the middle of that semester, complete an application (available in the Advising Center); obtain the approval of both their faculty advisor and department Chair; submit a 1-page proposal explaining their reasons for participating in this program.

3. FOREIGN STUDY

Massachusetts College of Art students who request materials and information foreign study and exchange programs should contact the Advising Center. The Director of Academic Advising is able to discuss individually with students what programs are available, the goals of the program and how the curriculum abroad fits within the student's MassArt curriculum.

4. SUMMER STUDY OFF-CAMPUS

Students may wish to take Summer courses off-campus for credit. To insure that these courses will fit into curriculum requirements, students are encouraged to discuss Summer academic plans with the Director of Academic Advising or the appropriate department chairperson.

READMISSION

Students who are not registered and did not complete a Leave of Absence Form are considered to have withdrawn from the College. These students must reapply through the Admissions Office and meet the same application requirements and conditions as transfer students.

Students dismissed for academic reasons may, after a minimum of one semester, petition the Dean of Undergraduate Studies for readmission.

Students dismissed for disciplinary reasons may, after a minimum of one year, petition the Vice President of Student Affairs for readmission.

REGISTRATION

Students are required to register each semester until all degree requirements are fulfilled. Unless granted an official leave of absence, a student who does not officially register for a semester will be considered to be withdrawn from the College. Students who register for 12 or more credits (by the end of Add/Drop) will be considered full-time. Students who register for less than 12 credits (by the end of Add/Drop) will be considered part-time.

One week prior to registration, the Business Office will notify all students with an outstanding balance to clear their charges in order to register. Student bills generated from pre-registration are sent to the student's billing address

approximately one month prior to payment deadline. All bills for pre-registered students are due in the Business Office on the stated due date, i.e. August 17, December 31. With the exception of late admits, no registrations are entered or changed after bills are run. Written notification of these or any other exceptions will be sent to the Business Office by the Registrar's office for all late admits, who will then be billed manually. Payment for these students will be due no later than the first day of class.

No later than three working days prior to the start of classes, the Business Office will provide to the offices of the Registrar and the Undergraduate Dean lists of those pre-registered students whose bills have not been paid. The registrations of these students will be deleted, and they will be required to late register (see below for Late Registration Procedures). The status of all billings and payments will be finalized after the Add/Drop period.

Any exception to these policies must be based on a written appeal by the student to the Undergraduate Dean. The Dean, in conjunction with the Vice President of Administration and Finance and other interested parties, may grant exceptions due to unforeseen emergencies. The Dean will forward all appropriate written documentation to the Vice President's office, where it shall be kept on file.

Late Registration

The late registration process involves adding all your classes. To do this you will need a Late Registration Form, available from the Registrar's Office (please use only one to avoid confusion). You may late register only during the Add/Drop period.

Choose your courses by consulting your academic evaluation form (available in the Academic Advising Office, T541) and the list of courses offered (posted in the Registrar's Office, T638). Please note that not all instructors will be able to add you to their courses, so you should pick alternates. Next, you will need the signature of the instructor for each course for which you register. The best way to get this is to go to the first class meeting of the course. Your faculty advisor also needs to approve your academic program; you may get this signature before you get instructors' signatures. If you cannot locate your advisor, the Chair of your department may sign your form.

Once you have obtained the necessary signatures, you should proceed to the Business Office to pay your tuition. You will not be billed, but will need to pay all tuition and fees, including the \$50 late registration fee, on the spot. Upon full receipt of payment, the Business Office will sign your late registration form and forward it to the Registrar's Office. All late registrations are due by 4:30 pm on the final day of the Add/Drop period.

REVIEW BOARD EVALUATION

Beginning in the Sophomore year, a student's work is reviewed by a board of faculty and visiting critics. These boards are selected by students and their instructors. Review boards bring objective professional analysis to bear upon a student's evolving body of work. The boards also are important because they bring a fresh point of view to the continuing evaluation of students by their faculty. They are one of the more important elements of education at the College of Art because they enhance the student's understanding of what he or she is creating, and perhaps, more importantly, they offer the experience of having one's work judged professionally. For some departments the recommendations of review boards may weigh more heavily than course grades for the good standing of students in their concentrations.

SCHOLARSHIPS

According to the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), individual students have the right to review all official records, files and data related to them, and the right to challenge the accuracy of the contents of such records. Further, the Act prohibits colleges and universities from releasing personally identifiable information about students without their consent. For more information see the two notices published below.

Institutional Policy of Massachusetts College of Art Concerning the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student or former student records.

Massachusetts College of Art accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to student educational records nor will the institution disclose any information from students except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the MassArt community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Registrar's, Business, Financial Aid, Admissions Offices, and the staff of the Offices of Student Affairs, and faculty within the limitations of their need to know as determined by the President of the College.

The institution must provide the Directory Information in accordance with the provisions of the act. Directory Information is defined as follows: student name, address, telephone number, place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student, participation in the officially recognized activities and sports, and eight and height of members of the athletic teams. Students may withhold Directory Information during Fall registration by simply checking off the appropriate box in the registration form. Once a student agrees to release Directory Information, the College must disseminate this information to anyone who requests it. Request for non-disclosure will be honored by the institution for only one academic year; therefore authorization to withhold Directory Information must be filed annually during the registration period.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files. In addition, the college will provide an explanation of the records. The Vice President of Student Affairs at Massachusetts College of Art has been designated by the institution to coordinate the inspection and review procedures for student education records which include admissions, persona, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their

education records must make written requests to the Registrar. Only records covered by the Act will be made available within forty-five days of the request. These copies would be made at the students' expense at prevailing rates.

Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, (or honors to which they have waived their rights of inspection and review;) or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other right may challenge these records by first discussing their problems informally with the Director of the office that maintains the records. If the Director's decision is in agreement with the student's requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and they have the right to a formal hearing.

Students requests for a formal hearing must be made in writing to the Vice President of Student Affairs, who is the hearing officer, will within ten days after receiving such requests, will inform students of the date, place, and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels which will adjudicate such challenges will be the Vice President of Student Affairs, or designee, and the Vice President of Administration and Finance, or designed.

Decisions of the hearing panels will be final and will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels. If the decisions are unsatisfactory to the students, the students will be notified that they may place, with the education records, statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the permanent records, and release whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, "assistance" from the President of the institution to aid them in filing complains with The Family Education Rights and Privacy Act Office (FERPA), Department of

Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and institution's policy warrants, and this policy statement will be published annually by the College in the Student Handbook.

the College maintains a system for the destruction of non-academic records, but once students have requested access to their education records, such student records cannot be destroyed until inspection and review have been provided.

All institutions subject to the provisions of the Act are required to maintain records of requests and disclosures of personally identifiable information. The records of request, whether granted or not, shall include the names and addresses of the persons(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures need not be maintained for:

- a. those requests made by students for their own use.
- b. those disclosures made in response to written requests from students
- c. those made by school officials.
- d. those specified as Directory Information.

The records of disclosures and requests for disclosures are considered a part of the students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the institutions.

The records of requests and disclosures must be maintained in a form which permits students, responsible institutional officials, and Federal auditors to inspect them.

SCIENCE REQUIREMENT

Students entering the College after 1990-91 are required to demonstrate competency in a math or science area as a degree requirement. They can do so by:

Successful completion of a math or science course offered by the Critical Studies Department.

Successful completion of a science or math course taken through the Consortium.

Transfer credit of a math or science course.

SECURITY

All students are required to display their ID cards upon entering all buildings. Visitors must obtain passes from a guard's desk.

STUDENT WORK

All papers, texts, models, and other materials handed in to an instructor in fulfillment of class requirements will be held by the instructor for one full semester following completion of the course. Instructors are responsible for preserving course materials for this period and making them available to students, who in turn are responsible for retrieving them. Following this period, instructors have the right to discard any course materials not collected. If course materials continue to be preserved past this period of time, ownership of such works is retained by the student.

STUDIO SPACES

A selected number of studio spaces may be assigned by the Department Chairpersons to Sophomore, Junior and Senior students majoring in Fine Arts 2D, Design, and Media and Performing Arts. Students who are assigned spaces must sign contracts with the department Chairs at the beginning of the Fall semester. All studio spaces must be vacated at the end of the academic year. Any Student found in violation of this provision may be subject to both academic and disciplinary action,

SUMMER STUDIO SPACE

Undergraduate students may sign up for summer studios on a space available basis in their major department. Students must register and make all contractual arrangements through the Program of Continuing Education.

TRANSCRIPT REQUESTS

Any student who requires a copy of his or her transcript may request one from the Registrar's Office. All transcript requests must include the students name, former name (if any), ID#, dates of attendance, and signature. There is a charge of \$2.00 for each official transcript, \$1.00 for each student copy. All payments must be by check or money order payable to the Massachusetts College of Art.

Transcripts should be requested well in advance, as it can take between five and ten working days to process transcript requests. Every effort will be made to process requests more quickly than this, however, no transcript can be obtained the day of the request.

Transcripts will not be released if a hold exists on the student's records.

TRANSFER CREDIT

Students accepted to the Massachusetts College of Art are placed in studio courses on the strength of their portfolio. The number of transferable credit must be of grade C or higher. Only courses taken at accredited schools will be considered for transfer credit. Acceptance of studio credits from non-accredited institutions will be determined at the time of portfolio reviews by the department the student is entering. Community College I and II are non-transferable.

All academic courses are evaluated by the Critical Studies Department Chair or designee. No more than 33 Critical Studies credits may be accepted; however, unused Critical Studies credits up to 33 may be used for electives.

Transfer credit will be commensurate with the level the student has reached at the previous college. Transfer credit limits in Critical Studies are as follows:

Completion of Freshman year	15 credits
Completion of 3 semesters:	18 credits
Completion of 4 semesters:	24 credits
Completion of 5 semesters:	27 credits
Completion of 3 or more years:	33 credits

Under certain circumstances this policy may be waived by the department Chair. When this aspect of the policy is invoked, the Undergraduate Dean must be informed.

Students must receive a grade of at least a C or better in courses acceptable for transfer. Courses taken through the College's Continuing Education Program, prior to admission are subject to the above transfer credit

review and restrictions.

The assessment of transfer credits must be completed within the student's first academic year at Massachusetts College of Art. Students will be notified by the Director of Academic Advising by July 30th of deadlines and transfer credit procedures. The Director of Academic Advising coordinates the transfer of credit evaluation and includes acceptable and applicable (studio) electives. Any courses a student wishes to transfer that do not clearly fall into either Critical Studies or Studio will be reviewed by the Director of Academic Advising.

Enrolled students who wish to take courses at other institutions or through the Program of Continuing Education as part of their degree program must gain prior approval from the appropriate department chairperson.

College Board Advanced Placement Program

A student who has received a score of 4 or 5 in the Advanced Placement examination may receive transfer credit for an appropriate course. A score of 3 exempts the student from an equivalent course but does not grant credit; students must take another course in that area to fulfill distribution requirements.

Portfolio Credit

Portfolio credits may be granted for exceptional experience outside the classroom as evidenced by portfolio or resume. Credits are evaluated and approved by faculty advisor, department Chair, and the Director of Academic Advising. The maximum number of portfolio credits accepted is fifteen (15). Portfolio credit is included in the 78 transfer credit maximum.

Assessment of portfolio/resume credits must be completed within the student's first academic year following admission. This is in accordance with the school's policy on the assessment of transfer credits. Students will be notified by the Director of Academic Advising and off-campus programs by July 30th of deadlines and transfer credit procedures.

TUTORIAL PROGRAM

Tutorial assistance is available to all students. The Critical Studies Department offers counseling and instruction in the areas of reading, writing, and English as a Second Language, as they relate to both academic and studio courses. Students may be referred by an instructor or may seek help on their own. Tutorial aid can be short-term or long-term. Faculty members and students serve as tutors. For more information, contact the Critical Studies Office. Special tutorial help is available from the Aid for Individual Development (A.I.D.), funded through the Multi-Cultural Affairs Office.

VISITING ARTISTS

Non-faculty professional artists, designers, educators and scholars continually visit the College to lecture and lead workshops and seminars, and to work on campus for extended residencies. They are invited by the Visiting Artists Program, Student Government Association, individual academic departments, and other campus organizations. Announcements of visiting artists are made in the Newsletter and by faculty in the individual departments, as well as through local media.

WITHDRAWAL

(Voluntary)

Students who wish to withdraw permanently from the college must complete an official withdrawal form obtained from the Registrar's Office, including obtaining the signature of the Undergraduate Dean. Students who are not registered and did not complete a Leave of Absence form by the end of the add/drop period are considered to have withdrawn from the college. ALL STUDENTS WHO HAVE WITHDRAWN FROM THE COLLEGE MUST REAPPLY THROUGH THE ADMISSIONS OFFICE.

Refunds, if any, are calculated based on the College's refund policy. No refund will be issued until all obligations to the College have been fulfilled.

(Involuntary)

The Governance Structure on Campus is considering a policy on administrative involuntary withdrawal. If passed this policy will be available in the Office of Student Affairs.

ADMINISTRATION AND FINANCE

CANCELLATION ANNOUNCEMENTS

Cancellation of classes due to inclement weather is announced on the following radio stations WBZ, WRKO, WHDH, WVBF, and WBCN.

DEBTS

Students or former students who are listed by the Business Office as having unpaid debts for tuition, room board, medical or other College related charges will not

- (1) be issued a diploma to which said students might otherwise be entitled;
- (2) be furnished a certified copy of their transcript (unless said transcript is needed to obtain any benefits related to service in the United States Armed Forces). Said students will be entitled, upon written request, to inspect and review uncertified copies of their transcripts.

ESCORT/SHUTTLE SERVICE

The Public Safety Department operates a regular Campus Shuttle Service Monday through Friday during evening hours. The Shuttle begins at 6 pm and continues until midnight each evening.

The Campus Shuttle, in addition to making stops at Tower and Longwood Buildings, will also stop at the T stop in Kenmore Square at least once an hour. A schedule of all Shuttle stops will be developed at the beginning of each semester and posted throughout the Campus. **ON SATURDAYS AND SUNDAYS**

STUDENTS MUST CALL PUBLIC SAFETY HEADQUARTERS AT EXT.500 FOR ESCORTS.

FINANCIAL AID

The Student Financial Assistance Program of the Massachusetts College of Art is committed to insuring that students receive all of the financial assistance they are entitled to.

Each year, between 45-50% of our students receive close to \$2,400,000 in federal, state and private financial assistance. During 1990-91, the College processed approximately \$800,000 in grant funds, \$90,000 in work study funds and over \$1,400,000 in various loan programs.

For additional information concerning application or eligibility procedures, please refer to the more detailed financial Aid Booklet available in the Tower Building, Room 803, or contact our Financial Aid Office by calling Ext. 300.

STAFFORD STUDENT LOANS

Stafford Student Loan recipients must have a loan approval form on file in order to have tuition and fees deferred until loan checks are received. Students who have not received final loan approval will be required to pay in full and will be reimbursed when the Stafford Student Loan has been processed.

According to government regulations, all student loans will be made payable to both the student and the College. Students will be required to endorse checks over to the College for processing. All loan checks are processed through the College's main checking account and the refund checks are normally available each Friday provided that checks have been properly endorsed. Please note that government regulations also indicate that these checks may not be processed until the first day of the semester in order for the College to comply with enrollment verification guidelines.

I.D. CARDS

Student I.D. cards are issued by the Public Safety Department and should be displayed at all times while on campus property. These cards are necessary for admission to buildings and parking and are useful in obtaining student discounts from many Boston businesses and institutions. Loss should be reported and arrangements made for replacement. There is a \$5.00 fee for replacement of I.D.'s.

LOST AND FOUND

This department is in the Office of Public Safety in the Gym Building. The College cannot assume responsibility for loss or damage to personal property left unattended or stored on campus. All students are urged to bring valuables home daily.

PARKING

Parking for students is located in the MassArt lot on Huntington Avenue (across from the Tower Building, behind the Wentworth College buildings). Students must obtain books of coupons which are available at the Pilgrim Parking Booth at the Longwood Building, 364 Brookline Avenue, Monday to Friday, 8:30 am, to 5 pm. Parking is very limited and is on a first come, first serve basis.

Student parking during the day is available on a limited basis in the Longwood lot, students with coupons may use the Longwood lot. Longwood coupons may also be purchased at the Pilgrim Parking Booth at the Longwood Building.

In case of special requirements for parking, contact the Director of Public Safety and Auxiliary Services.

PUBLIC SAFETY

The Office of Public Safety seeks to provide the College community with a safe and secure environment. It operates a security radio network with all officers patrolling the campus to assure a rapid response to any incident. Entrances to the campus are staffed by security officers and checked periodically by patrolling campus police officers. The Office of Public Safety takes an active role in various crime prevention programs which are available to all students, faculty, and staff. Red Emergency Phones are located throughout the campus to assist you in an emergency. Also provided for the safety of the College community is an escort service, available to everyone during the evening hours of the College. For more information about the escort service or to request an escort, dial Ext. 501 (see section on Escort/Shuttle Service).

PUBLIC SPACE USAGE

Students may schedule, at no charge, use of the Tower Auditorium and surrounding facilities for personal projects leading toward academic credit. Safe and respectful treatment of the facility is required and students should remember that facilities are tightly scheduled at times during the year. To reserve space call the Director of Public Space at Ext. 355. Students may "sponsor" programs from outside the College only with the cooperation of offices such as the Office of Student Affairs or the department that their concentration is in. In these cases, however, all costs must be absorbed by the student, the department, or the outside group or organization. A representative from the co-sponsored office must oversee the program.

Exhibitions in hallways and corridors are scheduled to avoid conflicts, to

insure health and safety, and in highly visible areas, to maintain standards of excellence. Each department has been allocated a corridor near its own studios for the display of provocative, exploratory or developmental work. While health and safety regulations must be followed at all times, departmental chairpersons and appropriate faculty members set aesthetic standards for public, departmental exhibitions areas.

STUDENT BILLING

Tuition bills are mailed in July and November, with payment due in August and December, respectively. Students are responsible for payment of their accounts whether they receive a statement or not. If a statement is not received in the time frame noted above the College Business Office should be contacted. It is College policy to use the first monies received to the student's account. Refunds will be processed only after the bill is paid in full.

REFUND POLICIES

New Students, Freshmen, and Transfers

The following policy has been adopted for the refund of tuition and fees for all new students, Freshmen, returning students, and students returning from a withdrawal or leave of absence from the College. Effective date: Fall 1989 semester.

All students who have paid tuition and fees prior to the opening of school, and complete a LEAVE OF ABSENCE or WITHDRAWAL FORM before the first day of class, will be entitled to a full refund of tuition and fees. For all new students, and students returning from an approved Leave, there is a \$50 non-refundable tuition deposit. Refunds will be mailed automatically after the drop/add period, in accordance with each student's registration status as determined by the Registrar. Please note all fees are non-refundable as of the first day of classes. ANY STUDENTS WHO LEAVE OR WITHDRAWS THROUGH ESTABLISHED PROCEDURES will be subject to the following refund schedule:

Commencement Fee Refund Policy:

Students who leave the College prior to their graduation can receive a refund of their Commencement Fee simply by submitting a written request along with a Withdrawal Form. If this is not done within one semester after their absence from the College, the monies will remain in the Commencement Account and be expended for Commencement activities.

Medical Leave:

If a student has a medical, psychological or emotional crisis that would force him/her to withdraw from college and thereby not complete their course work, that student shall not forfeit Student Fee monies. In the event of such an occurrence, the student will receive a credit to be used within two semesters after the leave. A written statement from an appropriate medical or psychiatric staff person must be sent to the Vice President of Student Affairs to certify this request for Student Fee credit.

It is the student's responsibility to comply with the College policy on the LEAVE OF ABSENCE/WITHDRAWAL procedure.

A student who has withdrawn from the Massachusetts College of Art, due to a medical, psychological or emotional reason, and in accordance with the College's policy and procedures on Leave of Absence/Withdrawal shall receive credit for fees paid in accordance with the following policy:

- no credit for the Mandatory Health Insurance fee

- prorated credit for the Dormitory Residence Fee in accordance with Dormitory Policies
- prorated credit for the Dormitory Dining Hall Fee in accordance with Dormitory Policies
- credit for all other fees

This fee credit must be used within two semesters following the approved leave. A written statement from the College's medical and psychiatric staff must be forwarded to the Dean of Undergraduate Studies in certifying a request for fee credit.

RESIDENCY FOR TUITION PURPOSES

Massachusetts College of Art differentiates between tuition charges for residents of the Commonwealth and those who are residents of other states or countries. One continuous year of in-state residency is required for eligibility for in-state tuition billing status. The residency appeal process requires documentation in the form of residency of parent/student within Massachusetts, state tax payment, permanent employment in the state, motor vehicle registration, voting registration, etc. For Residency appeal forms and information, see Michelle Riendeau, College Registrar.

SAFETY IN STUDIO AREAS

Toxic materials, toxic vapors and gasses, and dangerous machinery are among the potential health hazards encountered by the studio artist. Students and faculty are urged to (1) familiarize themselves with possible health hazards in the areas in which they are working, and (2) utilize all available techniques and equipment to minimize hazards. In some areas the use of respirators or safety goggles is a requirement at the College.

Pregnant women, persons with respiratory problems, and persons placed under physical restrictions by their physician must make their condition known to the instructor as soon as the course begins. Instructors with students in the above-named conditions must discuss each case with the College's Nurse. In some cases, the College may insist that a student withdraw from a course.

Occupational hazards technology is rapidly growing and changing. Students and faculty with information, ideas, and concerns, or even just worries are urged to contact the College's Committee on Health and Safety by calling the College Health and Safety Officer at Ext 422.

SCHOOL STORE/CHARRETTE'S

The "Mass Art Store" is the bookstore, art, photo, and reproduction center. It offers a complete line of professional art supplies and college materials. The store is located on the 1st Floor of the Kennedy Building. The telephone number is 731-4378.

SOLICITATION POLICY

A. Non-Commercial Solicitation

The primary concern of the college is fostering of education and study. As one aspect of the process, the college encourages participation by students, faculty and staff in matters of public interest. This policy exists with three objectives in mind. The first is to allow the college to continue its normal educational functions without undue interruption. The second is to enable outside groups equitable and reasonable opportunity to solicit on campus. The third is to

protect the individual rights of college community members, such as the rights of privacy and personal security. It is with these considerations in mind that the college promulgates the following policy.

Noncommercial solicitation shall be defined as activity which does not promote or tend to promote the sale of goods or services, or the exchange of money. Examples of non-commercial solicitation include voter registration, distribution of free literature, and the enlistment of volunteers for non-profit organizations.

STATEMENT OF POLICY

1. Location of Solicitation

a. Public Areas

Public areas are those areas generally open to the public (including parking lots) which do not serve a specified educational, administrative, research, health, residential, dining, athletic, or recreational purpose. Public areas are open to noncommercial solicitation and shall include the following: the corridor of the ground floor of Longwood (between the two doors leading upstairs); the first floor of the North building (between the two exit doors); the ground floor of the Tower adjacent to the entrance of the auditorium; the ground floor foyer of the Kennedy Building; and the first floor foyer of the Administration Building.

Public areas are open to all forms of non-commercial solicitation during the normal operating hours of the college. All persons or organizations who wish to engage in non-commercial solicitation are nonetheless required to follow the approval process outlined below.

2. Approval Process

All persons, whether students or non-students, who wish to engage in non-commercial solicitation must first register and obtain written approval from the appropriate college office (as designated below).

Any person engaging in solicitation must display a college permit at all times. Non-commercial solicitation activities are presumed permissible and approval will be granted therefore unless, in the considered judgment of Director of Public Space, such activities are likely to cause undue disruption of the rights of the college community members, such as the rights of privacy and personal security. The following procedures must be followed in order to obtain approval for a non-commercial solicitation activity:

- a. Each person or organization seeking to reserve these designated spaces for non-commercial solicitation must appear at the College Office of Space to complete a college solicitation registration and approval form no later than 72 hours in advance of the proposed activity.
- b. Each person or organization seeking to engage in outdoor (i.e., patio areas) noncommercial solicitation must complete a college Solicitation registration form at the Office of Public Space in advance of the proposed activity. The college administrative official charged with rendering a decision upon all requests shall either approve or disapprove the request within 48 hours prior to the date of the proposed activity.

The following procedure must be followed to appeal denial of a non-commercial solicitation request:

- a. The unsuccessful applicant must appeal to the Vice President of Student Affairs within 24 hours of notice of the denial of the request.
- b. The appeals officer will respond within two business days of the appeal. Note: Emergency exceptions to the time limitations above may be made upon a showing of good cause.

3. Sanctions

Instances of alleged noncompliance with the college noncommercial solicitation policy may be the subject of a complaint by any member of the college community. Such complaint shall be registered within five (5) business days of the alleged infraction with the appropriate Vice President. The alleged violator(s) shall receive notice of the complaint and shall be given an opportunity to be heard as specified below.

Complaints relative to students believed to be in violation of the college noncommercial solicitation policy will be referred by the Office of the Vice President of Student Affairs to the judicial process as outlined in the Student Handbook.

TELEPHONES

Pay phones are located in all buildings. Messages incoming through the College switchboard will be taken for individual students in emergencies only.

TRANSPORTATION

The Tower, North, Collins, and Gym Buildings are serviced by the "E" Brigham Circle/Huntington Avenue cars of the Green Line, letting off Passengers at the corner of Longwood and Huntington Avenues. A bus going to Copley Square via Huntington Avenue stops to pick up passengers next to the Huntington Avenue parking lot. The Longwood Building can also be reached by taking either of the buses which travel on Brookline Avenue: the Chestnut Hill bus (between Kenmore and Chestnut Hill Station via Brookline Village) or the Brighton Center bus (between Kenmore and Brighton Center via Brookline Village). The MBTA information line is 722-3200.

STUDENT AFFAIRS

ALCOHOLIC BEVERAGES REGULATIONS

I. PREAMBLE: POLICY PRINCIPLES

Massachusetts College of Art is a community dedicated to the academic and personal development of its members, and committed to educational and social programs promoting these ends.

The College recognizes that the use of alcohol in the local community and the larger society can present serious problems, including harm to users and non-users and the encroachment upon values and rights considered fundamental to educational development and personal well-being.

The College affirms that fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual; however, the College will provide constructive leadership in delineating the rights of community members and protecting these from violation. In addition, the College will maintain and strictly enforce rules and regulations deemed appropriate and necessary to preserving conditions essential to academic and personal well-being.

The College expects faculty, staff and administrators to be positive role models for students through their own responsible use or non-use of alcohol.

The principal aims of College policy concerning the use of alcoholic beverages on the campus include:

- Balance support for activities and programs for those who by law or by choice, do not use alcoholic beverages.

- Formulation and enforcement of regulations for social events and individual conduct, encouraging responsible, moderate and safe use of alcoholic beverages; reducing pressures on those who do not wish to use alcohol in social settings; providing for discipline of those whose use of alcohol is associated with infringements of the rights of other community members.

- Provision for information, educational programs and counseling services to support community interests and values affected by social and individual use of alcohol, to minimize problems associated with alcohol use, and to assist all students in pursuing their goals for educational and personal development.

- Provide opportunity for community-wide participation in the formulation dissemination, and enforcement of regulations.

II. LAWS

A. CITY OF BOSTON

No person shall drink any alcoholic beverages as defined in Chapter 138, Section 1, of the Massachusetts General Laws while on, in or upon any public way or upon any way to which the public has a right of access, or

any place to which members of the public have access as invitees or licensee, park or playground, or private land or place without consent of the owner or person in control thereof. All alcoholic beverages being used in violation of the By-Law shall be seized and safely held until final adjudication of the charge against the person or persons arrested or summoned before the court, at which time they shall be returned to the person entitled to lawful possession. Approval by the Attorney General, July 15, 1974, Published July 22, 23, 24, 1974.

B. LAWS OF THE COMMONWEALTH

The following statements are derived from the laws of the Commonwealth restricting the procurement and sales of alcoholic beverages:

1. No person or group may sell alcoholic beverages without an appropriate license granted by the Commonwealth through the City of Boston.
2. No person shall disturb the peace in any place while intoxicated.
3. No person shall drive a motor vehicle while under the influence of alcoholic beverages.
4. No person or group shall otherwise procure or purchase alcoholic beverages for purpose of consumption by a person under twenty-one (21) years old unless the acquiring person is the spouse, parent, or guardian of the person under twenty-one(21).
5. A person under twenty-one(21) years of age shall not use the liquor identification card of another, or alter or deface such a card, and shall not knowingly transport or carry on his/her person any alcoholic beverages, unless accompanied by a spouse, parent or guardian.
6. No person shall be served alcohol without the appropriate I.D., that being a valid state driver's license or a Liquor Purchase I.D. Card.

According to the Massachusetts General Laws Amended, Chapter 138, Section 34 A or the Liquor Control Act, any person under twenty-one(21) years:

- who purchases alcoholic beverages
- who procures alcoholic beverages in any way
- who willfully misrepresents his or her age
- who alters
- who defaces
- who falsifies his or her identification with intent to purchase alcoholic beverages shall be punished by fine up to \$300.00

C. OUTLINE OF THE NEW DRINKING DRIVER LAW

1. Operating under the influence - 1st offense.
 - fine of not less than \$100, not more than \$1,000 or
 - imprisonment of not more than 2 years or
 - both

-up to 1 year loss of license

If there is no serious personal injury the court may choose the following option:

(a) Driver Alcohol Education Program (DAEP)

- \$400 cost with \$200 for program and \$200 to a special fund for the support of programs "for the apprehension, treatment and rehabilitation..." of DWI's.

(b) Thirty day loss of license (suspended, may be held at court house)

(c) Alternatives: Jail, inpatient treatment, minimum of 30 hours of community service work. (These are in addition to numbers (a) and (b)).

2. Second Offense

Previously convicted or assigned to DAEP or rehabilitation programs by court within six years.

-fine of not less than \$300, not more than \$1,000 and

-Imprisonment for not less than 7 days, not more than 2 years

-loss of license for 2 years (can reapply after 1 year)(may require community services) or

-can be placed on two years probation and participate not less than 14 days residential treatment program.

3. Third Subsequent Offense Within Six Years

-fine not less than \$500, not more than \$1,000 and

Imprisonment for not less than 60 days, not more than 2 years.

-five years loss of license (can reapply after two years)

4. Motor Vehicle Homicide

-imprisonment at state prison for not less than 2 1/2 years, not more than 10 years and

-fine of not more than \$5,000 or

-jail or house of correction for not less than 1 year, not more than 2 1/2 years and

-10 years loss of license - minimum

III. GUIDELINES

(pertaining to sale, distribution, consumption of alcoholic beverages)

A. When alcoholic beverages are served as part of a campus activity, food and non-alcoholic beverages must be available. Alcoholic beverages may not continue to be served if non-alcoholic beverages or food run out.

B. Advertising for activities where alcoholic beverages are being served

cannot place the emphasis on alcohol.

- C. All alcoholic beverages must be sold for an individually priced amount. Selling alcohol at "5 for \$1.00" or "2 for 1" is not permitted.
- D. No more than two (2) alcoholic beverages shall be sold and/or served to a patron at one time.
- E. The serving of alcoholic beverages at campus sponsored activities must stop one hour before the close of the activity.
- F. It will be the responsibility of the licensee (individual or group) sponsoring the activity to properly assure that participants are of legal age. Proper identification includes a Massachusetts College of Art I.D., picture Driver's License, ABC card or any combination of the three.
- G. Individuals, organizations or groups sponsoring activities where alcohol is served shall abide by all regulations and ordinances established by the Commonwealth, City of Boston, and the Boston Licensing Commission. In addition no alcoholic beverages are to be offered for sale on College property without having obtained permission to do so from that sponsoring individuals organization and from the Division Vice-President for that organization.
- H. The sponsoring individual or group is responsible, and will be held accountable for carrying out the policies.
- I. No social event shall include as part of the activities any form of "drinking" contests.
- J. Institutionally approved security personnel may be required to be present at alcohol related activities.
- K. No alcoholic beverages may be served in conjunction with events where the distribution to persons of legal drinking age cannot be controlled.
- L. Alcoholic beverages may not be provided without charge or given away at any activity held on College property unless permission to do so have first been obtained from the sponsoring organization and from the Division Vice-President for that organization.
- M. Alcoholic beverages are not permitted to be offered as prizes.
- N. Open alcoholic beverage containers are not permitted to be brought into buses and vans which have been rented by College recognized clubs and organizations for the purpose of transporting participants to and from off-campus events. Additionally, open containers, including, but not limited to bottles, cans, cups, mugs, pitchers, and pouches, of alcoholic beverages or previously opened containers (seal broken) or alcoholic beverages are prohibited from all College Buildings and groups except from areas designated by the College.
- O. Consumption of any alcoholic beverage will be limited to the following

campus locations only: Trustee Room, Cafeteria, Galleries, Courtyard, Student Center Photography Gallery (Longwood Basement), (outside areas at Longwood may be requested for Special Receptions through the Senior Vice-President of Academic Affairs and the Director of Public Safety), and Conference Rooms. Consumption of alcoholic beverages in any other campus location, other than those listed in this section, is strictly prohibited.

Q. No outside announcements will be made without the express approval of the Vice President of Student Affairs.

V. ENFORCEMENT

A. All violators of these regulations will be subject to disciplinary action.

B. Intoxicated persons, anywhere in College buildings or on College grounds, shall be subject to police intervention including protective custody, arrest if warranted, or other appropriate action.

C. The officers of an organization granted a license to sell or otherwise dispense alcoholic beverages at a group function shall be responsible for implementing the alcoholic beverage regulations and shall comply with any additional requirements imposed by the Vice President of Student Affairs. An organization which does not properly supervise conduct in the area of a function may have its alcoholic beverages privileges suspended and the officers of said organization shall be subject to College disciplinary procedures and/or legal action.

D. In the event of any situation which endangers persons or property or disrupts academic, administrative, or other related support activities, the College may temporarily prohibit the use of possessions of alcoholic beverages in College buildings or on the College grounds.

VI. ALCOHOL ABUSE COUNSELING

When deemed appropriate, the Vice President of Student Affairs shall have the option of referring a student, who agrees, to alcohol abuse counseling/education or Alcoholics Anonymous for assistance.

VII. POLICY REVIEW

A. The responsibility for the formulation and implementation of future alcohol beverage policies and regulations, including those governing the management of any club, bar or restaurant on campus which shall offer alcoholic beverage for sale and use, shall rest with the Student Affairs Committee, whose recommendation, as usual, shall be forwarded through the appropriate governance procedures of the College. All matters involving student personnel policies and regulations, rest in the ultimate authority of the President and Trustees of the College.

B. The Massachusetts College of Art's Alcohol Policy/Regulations are subject to review and revision in response to any issues or problems which may develop.

CAREER RESOURCES

One of the vital services of the Career Resources Office is the provision of

career guidance and job opportunities to students, beginning in the Freshman year and continuing even after graduation. These jobs include the opportunity to learn skills and still make money using experiential education opportunities offered to you during your school career by our internship program. Please do not miss out on your chance to develop and gain experience in your field while in school. The focus of the Career Resources Office is to give you the know-how and skills to get or create the job you want. We encourage you to develop your portfolio and resume so that we can assess you better. It is as important to use your creativity in job hunting as it is for employers in your art work.

Workshops are offered during the school year on resume writing, preparing a cover letter, portfolio preparation, interviewing techniques, finding grants, and in grant proposal writing.

Career seminars are presented each semester for students and interested alumni. These seminars are designed to cover areas such as artist colonies, grantsmanship, galleries, the legal aspect of an artist's life, and to introduce the audience to the different careers open in areas of art and design such as computer graphics, painting, illustration, film and many more.

We encourage you to use the Office for part-time and freelance work; and for alumni/ae, full-time jobs are available; and to establish a file with us with recommendations, etc., which will be available to you throughout your career.

If you are a junior, graduate, or alumnus interested in investigating the Fulbright scholarship for graduate study abroad, this is the place to talk about it. We also have listings of other available grants. Grant writing assistance is available by appointment.

CHANNEL ONE

Channel One is located in the Student Affairs Office, K203. Channel One provides a visual communication/informational vehicle for the entire College Community; students, faculty, alumni and administration alike. Channel One publishes awards, events, exhibits and short communication as well as a weekly calendar of events and meetings relevant to MassArt.

During the academic year, September - May, the Channel One monitors are functioning on a daily basis. Information for Channel One should be sent to the Student Affairs Office (2nd Floor Building). The deadline is Friday at 5 pm for display the following Monday afternoon. All submissions must include a contact name and phone number. For further information contact: Deborah McCarthy, Student Center, extension 511.

COUNSELING SERVICE

Students experience many changes and pressures related to college and may bring personal, family, and relational concerns with them to the academic setting. Counseling Services has a staff of clinicians, headed by a licensed psychologist, available to offer short term counseling at no charge. A daily emergency drop-in time is available for any crisis that needs immediate attention or when seeking a short and quick response to any mental health query. The staff can also assist in off-campus referrals for more lengthy treatment or consultation regarding medication. Throughout the academic year, Counseling Services sponsors workshops related to mental health concerns and overall emotional wellness, and are available to provide same for any college related group or class, upon request.

Counseling Services maintains a strict policy of confidentiality and informed consent so that students may be assured of complete privacy in their relationship to the counseling staff, including record keeping.

Counseling Services is located on the second floor of the Kennedy Building. Appointments may be made in person or by calling the office. Normally, a student is able to be seen initially within the week.

DRUG AND ALCOHOL POLICIES AND REGULATIONS

As a student at MCA, you are expected to abide by the Federal, State and Local Laws, including those laws regulating the possession, use, or distribution of alcoholic beverages and prohibiting the possession, use, or distribution of illicit drugs. As such, any violation of the Student Conduct Code which is also a violation of Federal, State or Local laws will subject the offender to both the College disciplinary process and to criminal prosecution through the courts.

In accordance with the Drug Free Schools and Communities Act, Amendments of 1989 (Public Law 101-226) (20 U.S.C. sec. 1145g), these regulations and laws pertaining to alcoholic beverages and illicit drugs shall be strictly and consistently enforced.

Massachusetts College of Art Standards of Conduct and Sanctions

The 1990-1991 Massachusetts College of Art Student Handbook contains the following policies and regulations with which the student must be informed:

Alcoholic Beverages Policy/Regulations	pp. 45-50
Student Conduct Policy and Regulations	pp. 55
Student Judicial Procedures and Sanctions	pp. 57

A review of the above standards of conduct reveals that the unlawful possession, use, or distribution of illicit drugs and alcohol by students is clearly prohibited.

Legal Sanctions

Federal, State and Local law regulates the possession, use, and distribution of alcoholic beverages and prohibit the possession, use, and distribution of illicit drugs. Although all such laws are not cited or described herein, the following are examples of laws frequently encountered:

Federal/Drug Laws

The Controlled Substances Act, Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, (as amended) is the legal foundation of the United States Government effort against the abuse of drugs. This law is a consolidation of various laws regulating the manufacture and distribution of narcotics, stimulants, depressants, and hallucinogens.

This law provides criminal penalties for the unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule or classification of the drug or substance. The following is an overview of the penalties for trafficking or unlawful distribution of controlled substances and is not inclusive of the penalties provided under the Controlled Substances Act as of November 18, 1988.

<u>Drug</u>	<u>Quantity</u>	<u>1st Offense Penalty *</u>
<u>SCHEDULES I AND II: such as:</u>		
Methamphetamine	10-99 gm	Not less than 5 years and not more than 40 years imprisonment
Heroin	100-999 gm	If death or serious injury occurs, not less than 20 years imprisonment
Cocaine	500-4,999 gm	Fine of not more than \$2 million
PCP	10-99 gm	
LSD	1-10 gm	
Marijuana	less than 50 kg	Not more than 5 years imprisonment
Hashish	less than 10 kg	
Hashish Oil	less than 1 kg	Fine not more than \$250,000
<u>SCHEDULE III:</u>		
such as	any	Not more than 5 years imprisonment
Amphetamine		Fine not more than \$250,000
Bartitunic Acid		
Nalorphine		
<u>SCHEDULE IV</u>		
such as	any	Not more than 3 years imprisonment
Barbital		Fine not more than \$250,000
Phenobarbital		
<u>SCHEDULE V</u>		
such as	any	Not more than 2 year imprisonment
Codeine		Fine not more than \$100,000
Ethylmorphine		

* Second Offense Penalties are more severe

Title 21 U.S.C. sec. 845a provides for increased penalties up to twice that authorized (with exceptions) for any person who violates section 841(a)(1) or section 856 of title 21 by distributing or manufacturing a controlled substance in or near schools or colleges.

Federal/Alcohol Laws

The federal law regulating intoxicating liquor is cited as the Federal Alcohol Administration Act and is codified in the United States Code at Title 27, section 201 and following sections. This law states at section 203 that in order to effectively regulate interstate and foreign commerce in distilled spirits, wine, and malt beverages, to enforce the twenty-first amendment, and to protect the revenue and enforce the postal laws with respect to distilled spirits, wine, and malt beverages:

It shall be unlawful, except pursuant to a basic permit issued under this chapter by the Secretary of the Treasury to engage in the business of importing, producing or selling intoxicating liquors.

Any person violating any of these provisions is subject to the jurisdiction of the United States District Court and fines up to one-thousand dollars for each offense.

Commonwealth of Massachusetts
Drugs/Laws

For the purpose of establishing criminal penalties for a violation of a provision of Massachusetts General Laws, chapter 94C, the Commonwealth has established the following classes of controlled substances: (M.G.L.A. chapter 94C section 31)

(a) Summary

<u>Class</u>	<u>Brief Description</u>	<u>Criminal Penalty</u>
A	Opium derivative	2 1/2 - 10 years and/or fine
B	Opium & Amphetamine, etc	2 1/2 - 10 years and/or fine
C	Depressants	2 1/2 - 5 years and/or fine
D	Barbituates, Marijuana	1 up to 2 1/2 imprisonment and/or fine
E	Codeine, etc.	up to 9 months and/or fine

Any person who trafficks in marijuana, cocaine, heroin, morphine, or other controlled substances shall be subject to severe penalties which include, for example, fines from five hundred dollars to five hundred thousand dollars, and imprisonment terms from two and one-half years to twenty years.

M.G.L.A. chapter 94C section 32E.

Penalties for unlawful manufacture, distribution, dispensing or possession with intent to manufacture, distribute, or dispense a controlled substance in Classes A to C to minors (under 18 years of age) (M.G.L.A. chapter 94C section 32F) are summarized as follows:

(b) Summary

<u>Class</u>	<u>Criminal Penalties</u>
A	Not less than 5 years nor more than 15 years
B	Not less than 3 years nor more than 15 years
C	Not less than 2 years nor more than 15 years
D	Not less than 5 years nor more than 15 years

Penalties for unlawful possession of controlled substances, M.G.K.A. chapter 94C section 34, are as follows:

Violation of section 34 is punishable by imprisonment for not more than one year or by a fine of not more than one thousand dollars, or by both such fine and imprisonment.

Violation of this section by possessing heroin is punishable for the first offense by imprisonment in a house of correction for not more than two years or by a fine of not more than two thousand dollars, or both.

Violation of this section by possession of marijuana or a controlled substance in Class E of section thirty-one shall be punished by imprisonment in a house of correction for not more than six months or a fine of five hundred dollars, or both.

M.G.L.A. chapter 94C section 35 states that any person who is knowingly present at a place where heroin is kept or deposited in violation of the provisions of chapter 94C, or any person who is in the company of a person, knowing that said person is in possession of heroin in violation of chapter 94C, shall be punished by imprisonment for not more than one year or by a fine of not more than one thousand dollars, or both.

Illicit Drugs/Health Risks

Taber's Cyclopedic Medical dictionary definition:

drug: Any substance that when taken into the living organism may modify one or more of its functions.

drug abuse: The use or overuse, usually by self-administration of any drug in a manner that deviates from the prescribed pattern.

Any psychoactive drug is potentially harmful. The effects depend on the agent; the user; the environment in which the drug is used; the intensity, frequency and duration of use. All mood-affecting substances (including alcohol) are a potential or real threat to the health of an individual. Drug abuse and misuse can cause tragic effects on both mind and body.

narcotics: Opium (Dover's Powder, Morphine, Roxanol)
Codeine (Tylenol w/Codiene, Robitussin A-C)
Heroin (Horse, Smack)
Methadone (Dolphine, Methadose)

These drugs have a high potential for physical and psychological dependency. The usual methods of administration are: oral, smoked, sniffed, and injected. Possible effects from these drugs are: euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Slow and shallow breathing, clammy skin, convulsions, coma, and possible death are effects of overdose. Withdrawal syndrome include watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

depressants: Barbituates (Nembutal, Seconal, Downers, Barbs, Red Devils)
Methaqualone (Qualudes, Ludes)
Tranquillizers (Valium, Miltown, Librium)

These drugs have a moderate to high potential for physical and psychological dependency. The usual method of administration is oral. Possible effects from these drugs are: slurred speech, disorientation, drunken behavior without odor of alcohol. Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death are effects of overdose. Withdrawal syndrome include: anxiety, insomnia, tremors, delirium, convulsions, and possible death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. These children may also have birth defects and behavioral problems.

stimulants: Cocaine (Coke, Crack, Flake, Snow)
Amphetamines (Speed, Uppers, Pills)
Methamphetamines (Crank, Speed, Crystal Meth)

There is a possible physical dependence and a high psychological dependence to these drugs. The usual methods of administration are: oral, injected and for Cocaine, sniffing and smoking. Possible effects of these drugs are increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. Overdose effects are: Agitation, increase in body temperature, hallucinations, convulsions and possible death. Withdrawal syndrome include: apathy, long periods of sleep, irritability, depression and disorientation.

cannabis: Marijuana (Pot, Grass, Reefer, Sticks, Dope, Mary Jane)
Tetrahydrocannabinol (THC)
Hashish (Hash)
Hashish Oil

The physical dependence to these drugs are unknown. There is a moderate psychological dependence. The usual methods of administration are: oral or smoked. Possible effects are: euphoria, relaxed inhibitions, increased appetite, and disorientation behavior. Fatigue, paranoia and possible psychosis are effects of overdose. Withdrawal syndrome includes: insomnia, hyperactivity, and occasional decreased appetite.

hallucinogens: LSD (Acid, Blue Heaven, White Lightning, Red Dragon)
Mescaline & Peyote (Buttons, Cactus, Mesc)
Phencyclidine (PCP, Angel Dust, Hog, Loveboat)
Psilocybin (Magic Mushrooms)

There is no physical dependence on LSD, Psilocybin, Mescaline and Peyote. The psychological dependence of LSD, Psilocybin, Mescaline and Peyote are unknown. The physical dependence of Phencyclidine is unknown, but the psychological dependence is high. The usual methods of administration are: oral, injected, smoked. Possible side effects are: illusions and hallucinations, poor perception of time and distance. Longer, more intense "trip" and flash back episodes, psychosis and possible death are overdose effects. There has been no reported withdrawal syndrome.

Alcohol/Health Risks

Alcohol is the principal drug in the United States and its use is widely accepted in society. How alcohol is used can and will determine how it effects an individual, a family, and our society. People drink for a variety of reasons, ie: as part of a meal, to celebrate a special occasion, to relax and enjoy the company of friends, and cultural or religious reasons. These reasons are the more socially acceptable reasons. Other reasons are to escape from problems or pressures, to deal with difficult situations and fears, to escape boredom, peer pressure, or rebel against authority. The reasons may result in problems if one comes to depend on alcohol to alleviate these things. Alcohol abuse and alcoholism may result.

Alcohol is a drug that depresses the central nervous system. It is absorbed directly into the blood from the stomach and intestines.

Drinking in moderation appears to do the body no permanent harm according to some experts. But taken in large doses over long periods of time, alcohol can be physically and mentally destructive, reducing a person's life span 10-12 years.

Alcohol abuse may result in heart, brain, liver and other organ damage, malnutrition, high susceptibility to infectious diseases, permanent damage to the nervous system, deterioration of memory, judgement and learning ability and inability to grasp reality. Excessive drinking is also involved in a major portion of highway accidents and fatalities, spouse abuse, assaults, suicides, homicides and economic drain.

Alcohol is a depressant that effects the central nervous system. In small doses it has a tranquilizing effect on most people and stimulates others. It is absorbed directly into the blood stream and reaches the brain quickly slowing down the parts that control thinking and emotion. This causes one to feel less inhibited, looser. In larger doses it dulls sensations and impairs muscle coordination, memory and judgement.

Alcohol abuse and problem drinking may be defined when a person: has a change in personality and/or behavior after drinking, gets drunk often, gets arrested as a result of drinking, has family or job and school related problems because of drinking, drives a car while drunk, is injured while intoxicated, is advised by a physician to stop or reduce drinking and has financial problems. The problem becomes more serious when: The need to drink results in loss of control, the amount of alcohol increases to achieve the same results; blackouts occur; or there are specific and painful physical and psychological reactions to the sudden withdrawal of alcohol. Alcohol abuse may also result in sudden death through an overdose or through withdrawal. When an individual continues to drink more and more and loses control over the need for alcohol he/she is said to be an alcoholic individual or may have developed the disease of alcoholism. More recently, the concept of an inherited (genetic) predisposition to alcohol addiction is gaining increased acceptance. Use of alcohol to self medicate by those who may have this pre-disposition can lead to alcohol abuse and "alcoholism".

There are various stages of intoxication and the degrees of change are dependent not only on the amount of alcohol consumed but on a person's sex, body weight, mood prior to drinking, amount of food in stomach, expectations, and the amount of time in between drinks. The five stages of intoxication are:

1. Happy - less inhibited, freer, relaxed.
2. Excited - impaired drinking, reactions slowed, poor judgement, loss of control over actions.
3. Confusion - staggering, disoriented, moody, slurred speech, double vision.
4. Stupor - unable to walk or stand, apathetic and inert, vomiting, incontinence.
5. Coma - unconscious - may die from respiratory paralysis.

If one chooses to drink it should be done safely and sociably. You should know your family history, your own tendency toward addiction (cigarettes, food, chocolate, etc) and why you want to include alcohol in your life. Drink in moderation, eat while you're drinking. If alcohol becomes a problem there are places to go and people to speak with in the College community and the Boston area.

Commonwealth of Massachusetts Alcohol Laws

Massachusetts General Laws Annotated, M.G.L.A., chapter 138 deals generally with the manufacture, sale, licensing, transportation, possession and delivery of alcoholic beverages. Following are some highlights reflecting the requirements and criminal penalties of this chapter:

Whoever makes a sale or delivery of any alcoholic beverages to any person under twenty-one years of age shall be punished by a fine of not more than two thousand dollars or by imprisonment for not more than six months, or both. (Section 34)

Any person under twenty-one years of age who purchases or attempts to purchase alcoholic beverages or makes arrangements with any person to purchase such beverages, or who willfully misrepresents his age or in any way alters or falsifies his identification offered as proof of age, with the intent of purchasing alcoholic beverages shall be punished by a fine of three hundred dollars. (Section 34A)

Any person who transfers, alters, or defaces a liquor purchase identification card or license, or who makes, uses, carries, sells, or distributes a false identification or license, or uses the identification card or motor vehicle license of another, shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than three months. (Section 34B)

Also see chapter 90 section 24B relative to falsely obtaining or possessing a falsely obtained motor vehicle license.

Any person under twenty-one and unaccompanied by his parent or legal guardian, who knowingly transports or carries on his person any alcoholic beverages shall be punished by a fine of not more than fifty dollars. A police officer may arrest without a warrant any person who violates this section. A conviction of a violation of this section shall be reported forthwith to the registrar of motor vehicles by the court if, at the time of the violation, the defendant was operating a motor vehicle upon a public way or a way to which the public has a right of access..., and said registrar may suspend for not more than three months the license of such person to operate a motor vehicle. (Section 34C)

A person of legal age may not transport alcoholic beverages exceeding in amount, at any one time, eight gallons of malt beverages, three gallons of any other alcoholic beverage, or one gallon of alcohol, or their measured equivalent. Violation of this section shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than six months or both. (Section 22)

No alcoholic beverage shall be sold or delivered on any premises licensed under chapter 138 to an intoxicated person. (Section 69)

A violation by any person of any provision of chapter 1138 for which a specific penalty is not provided...shall be punished by a fine of not less than fifty nor more than five hundred dollars or by imprisonment for not less than one month nor more than one year, or both. (Section 62)

Protective Custody

Any person who is incapacitated by reason of the consumption of intoxicating liquor may be assisted by a police officer with or without his consent to his residence, to a detoxification facility or to a police station. Such person may be held in protective custody until he is no longer incapacitated or for a period of not longer than twelve hours, whichever is shorter. A police officer acting in accordance with the provisions of this section may use such force as is reasonably necessary to carry out his authorized responsibilities. (M.G.L.A. chapter 111B section 8)

Motor Vehicles

Whoever, upon any way or in any place to which the public has a right of access, operates a motor vehicle while under the influence of intoxicating liquor, or marijuana, narcotic drugs, depressants or stimulant substances, or the vapors of glue shall be punished by a fine of not

less than one hundred nor more than one thousand dollars, or by imprisonment for not more than two years, or both. Under certain conditions, a defendant may be placed on probation for two years provided that the defendant be confined for no less than fourteen days in a residential alcohol treatment program for which defendant shall pay for the cost of services. In addition to penalties for other violations under this section, long term loss of license to operate a motor vehicle is also prescribed.
(M.G.L.A. chapter 90 section 24)

Whoever, upon any way or in any place to which the public has a right of access operates a motor vehicle while drinking from an open container of any alcoholic beverage shall be punished by a fine of not less than one hundred nor more than five hundred dollars.
(M.G.L.A. chapter 90 section 24I)

Whoever, upon any way or in any place to which the public has a right of access, operates a motor vehicle while under the influence of intoxicating liquor, or marijuana, narcotic drugs, depressants, or simulant substances, or the vapors of glue and by such operation causes serious bodily injury shall be punished by imprisonment for up to 10 years and by a fine of not more than five thousand dollars.
(M.G.L.A. chapter 90 section 24L)

Important Note:

Any penalties to which reference has been made in this document are criminal penalties only. No reference has been made to civil liabilities stemming from law suits for which defendants/violators may also be responsible.

Where To Go For Help

If you, or someone you know, need help in dealing with alcohol or drug problems, the following are some services available:

Alcoholics Anonymous meetings are held Tuesdays, Thursdays and Fridays at 12:30 p.m. in Room 535, Tower Building and Saturdays at 6 p.m. on the third floor, Tower Building. They are open to all persons in recovery from any substance addiction.

Publicly Funded Outpatient Treatment Programs (providing counseling services to substance abusers, relatives and friends on a free, reduced-fee or sliding-scale-fee basis)

Alcohol Unit
Brigham and Women's Hospital
75 Francis Street, Boston
424-4212

CASPER Women's Outpatient Program
6 Camelia, Cambridge
661-1316

Center for Alcohol Problems
Mt. Auburn Hospital
330 Mt. Auburn Street, Cambridge
499-5051

Dimock Community Health Detoxification Center
55 Dimock Street, Roxbury
442-9661

Fenway Community Health Center
16 Haviland Street, Boston
267-0900

Multi-Service Center
1301 Center Street, Newton
244-4802

MRATC Detoxification Center
Middlesex Regional Treatment
775 Trapelo St., Waltham
894-0004

South Shore Council on Alcoholism
1419 Hancock Street, Quincy
472-6027

Substance Abuse Clinic
Boston City Hospital
818 Harrison Avenue, Boston
424-4212

West End Group Practice
Mass. General Hospital
15 Parkman Street, Boston
726-2712

Veteran's Administration Medical Center
150 South Huntington Avenue, Boston
232-9500

Private Inpatient and Outpatient Treatment Programs (may provide detoxification, medications, rehabilitation and/or counseling, depending on seriousness of addiction; most health insurance provides some coverage for services) The MCA sponsored Student Health Insurance does provide benefits for substance abuse counseling and treatment.

Adcare Hospital Outpatient Services
14 Beacon Street, Boston
227-2622

Boston Alcohol Detoxification Project
19 Father F. Gilday Street, Boston
266-2615

Alcohol and Drug Abuse Treatment Center
McLean Hospital
115 Mill, Belmont
855-2781

Norcap
111 Dedham Street, Norfolk
508-688-0385

High Point
1233 State Street, Plymouth
224-7701

Private Individual Therapists

For referral to private therapists specializing in individual/couples/family/group counseling, see the staff of Counseling Services as they have a lengthy list and can help with the best "match" (e.g. location or gender preferences)

Alcoholics Anonymous Central Services (meeting locations)
617-426-9444

Massachusetts Drug and Alcohol Hotline
1-800-327-5050

Narcotic Anonymous Helpline (meeting locations)
617-884-7709

National Cocaine Hotline
1-800-COCAINE

The National Institute on Drug Abuse Hotline
1-800-662-HELP (4357)

GRIEVANCE PROCEDURE FOR STUDENTS

1. If an issue should arise in which a student believes that he/she has a genuine grievance, the student will make every attempt to resolve the differences existing with the appropriate parties or individuals.
2. In the case that the grievance is based in the action of a particular individual and resolution has not occurred in step one, the student will arrange to meet with that individual's immediate supervisor who will, using his/her best judgment, attempt resolution.
3. Failing agreement at this level, the student will articulate his/her grievance to the appropriate Vice president or his/her designee responsible for the area under consideration. The Vice President will meet with the student and other concerned parties in order to insure a proper hearing of all the facts being debated and may, in due course, propose or effectuate a remedy.
4. If, for any reason, an impasse occurs and satisfaction has not been obtained, the student may proceed with step four of the grievance procedure in which the grievance, presented in writing - which may include a proposed solution - will be forwarded to the President of the College with all documents, testimony and other relevant information where a decision will be rendered.
5. If the student believes the grievance related to issues of affirmative action, sexual harassment, racism and the College's related affirmative action policies, he/she may contact the Director of Affirmative Action. All information will be kept confidential unless the student decides otherwise.

HAZING

The Commonwealth of Massachusetts has passed the following Act prohibiting the practice of hazing:

"Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said section seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Board of Regents of Higher Education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

HEALTH AND ACCIDENT INSURANCE

There is a Massachusetts College of Art sponsored health insurance plan. By new state law this policy is mandatory by hard waiver. This means that all students in the Bachelor of Fine Arts, Master of Fine Arts, Master of Science in Art Education, and the Art Education Certificate programs are required to take this insurance unless they have existing coverage. In that case you will be required to provide the College with specific information. This waiver card will be mailed out with your tuition bill.

For information consult with the College Health Office, 2nd Floor, Kennedy Building, extension 364.

HEALTH AND FITNESS CENTER

The Nautilus Health Fitness Center, located in the basement of the Kennedy Building, features thirteen Nautilus machines, an exercycle, a Nordic Trac, a small assortment of free weights, mats, a weighted jump rope, and trained staff to help the novice user. The facilities are free to the MassArt Community. The operating hours are posted at the beginning of each semester in the College Newsletter and on Channel One.

HEALTH OFFICE REQUIREMENTS

The State of Massachusetts Department of Public Health mandates that all full time and part-time students (part-time being defined as (9) credits or more) who plan to enroll in the undergraduate, graduate or certificate programs submit a record of their immunizations. This also applies to students enrolling with "special student" status as well as International and/or exchange students. This record of Immunizations is to be submitted to the Student Health Office before registration is allowed.

The law defines the criteria of satisfactory immunization and requires that students be re-immunized as needed to meet this criteria. The Massachusetts College of Art further requires that all students submit a self-reported health history form. This is essential to the delivery of quality health care while you are a student in the MassArt Community.

Both the immunization and the self-reported health history forms are requirements of registration, meaning that no student will be allowed to register until this material has been received by the College Health Office. Necessary information and forms will be mailed to you in advance of registration and the start of classes.

HEALTH SERVICES FOR STUDENTS

College life can be physically and emotionally demanding as well as intellectually stimulating. Students having physical problems or health maintenance needs are encouraged to visit the College Health Office. As such, consultations are CONFIDENTIAL.

The Student Health Office is located on the second floor of the Student Life Building (right above Charrettes). Basic medical care including physical exams, management of acute illnesses, gynecological services and basic laboratory procedures are provided. The Director of Student Health, Brenda Sullivan, is a certified nurse practitioner. The Health Office Schedule is:

9-10 am	Telephone hour - routine questions, discussion about the need for a visit, etc.
10-12 pm	Generally appointments only
12-1 pm	Brenda is on beeper for emergencies

1-3:30 pm Walk-ins

Appointments may be made by calling Ext.364; Please note: Emergencies are seen as they occur! In addition, the College contracts with Rees Medical for medical consultation. One member of this group, Dr. Patricia Downs, provides on-campus medical care by appointment one afternoon each week. Rees Medical is located at 1195 Beacon Street, Brookline, Tel.# 232-2603.

Dr. Michael Rees and Dr. Patricia Downs also see MCA students in their offices as the need arises. They are available for care, referral and advice concerning emergencies after hours on weekdays, weekends and holidays.

HOUSING

The Office of Student Affairs operates and administers housing facilities on campus at the Walter Smith Residence Hall. Approximately 100 students live in this newly-renovated residence hall which features suite-style rooms; 24 hour security coverage; art work space; and the Resident Director, who are available to provide support and services for students. (Please refer to the Residence Hall Policy Handbook for further information).

The Office of Student Affairs also assists students in locating suitable off-campus housing and compatible roommates. A bulletin board listing available apartments, rooms, studios, and students in need of roommates is located on the 2nd Floor, Kennedy Building. In addition, the Office of Student Affairs publishes an off-campus housing booklet which describes area neighborhoods, lease agreements, budgeting, furnishings, transportation and temporary housing. The Office of Housing is located on the 1st Floor of the Walter Smith Residence Hall.

INTERNSHIPS

This program provides students with practical opportunities in their respective fields of study, usually involving an exchange of 10-20 hours of relevant work experience per week for 3-6 academic credits. Internships give students the opportunity to exercise their talents and learn how their skills will connect with the current realities of the job market.

Listings of available internship placements are located in the Office of Career Resources, where the Internship Coordinator will assist you in finding an internship and coordinating your progress with the employer or host organization.

Internships are available to full-time MassArt students from the Sophomore year on, subject to departmental approval.

Information regarding the internship policy, procedures, and registration forms are available in the Office of Career Resources, 2nd Floor, Kennedy Building.

LOCKERS

Lockers are located in all areas of the College. New matriculating, full or part-time students may sign up for a locker for their first academic year only in the Student Affairs Office, 2nd Floor, Kennedy Building. These lockers are located in the basement of the Kennedy Building. For upperclassmen, lockers can be obtained from the Chairperson of the Department in which you are enrolled. Students must provide their own padlocks.

All lockers must be vacated at the end of the academic year or the locks will be cut..

MAILBOXES

Every full-time, part-time, and graduate student will be assigned, alphabetically, a mailbox located in the Cafeteria on the first floor of the Kennedy Building at the beginning of each semester. Check mailboxes frequently for in-house communications. Massachusetts College of Art will not assume responsibility for delivery of outside mail to student mailboxes. If you do not have a mailbox, or an error has been made with your name, contact the Office of Student Affairs, 2nd Floor, Kennedy Building.

MISCONDUCT

Students of the Massachusetts College of Art have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the missions and goals of a professional college of art and design. Certain classes of misconduct are universally recognized as being disruptive of the educational process. Committing one or more of the following offenses subjects the involved to the possibility of College disciplinary procedures:

- a. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- b. Forgery, alteration, or misuse of College documents, records, or identification;
- c. Obstruction or disruption of teaching, research administration, disciplinary procedures, or other College activities;
- d. Verbal or physical abuse of any member of the College community or conduct which threatens or endangers the health or safety of any such person;
- e. Failure to comply with directions of College officials acting in the performance of their duties;
- f. Theft of or damage to College property or property of others while on College premises;
- g. Unauthorized entry to or use of College facilities, equipment or resources;
- h. Violation of the College's alcoholic beverages regulations;
- i. Manufacture, distribution or possession of illegal narcotics or drugs.
- j. Violation of the College's affirmative action policies including those on sexual harassment, racism, aids, and disabilities.

SANCTIONS DEFINED

The College maintains the responsibility of levying penalties for behavior, defined above, which contributes to the disruption of the orderly course of education processes on the campus. These sanctions are defined below:

- a. Admonishment: an oral reprimand to the offender that College rules or regulations have been violated;

- b. Warning: notice to the offender, orally or in writing, that continuation or repetition of wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action;
- c. Disciplinary Probation: written notice to the offender that his or her conduct is unacceptable and that he/she will be given the remainder of the term, or a specific period of time, on a probationary status, to demonstrate behavior acceptable to the College;
- d. Suspension: exclusion for a definite period of time from classes and other privileges or activities, as set forth in the notice of suspension;
- e. Expulsion or Dismissal: termination of status as a member of the College for an indefinite period. The conditions of readmission, if any are permitted, will be stated in the expulsion or dismissal letter;
- f. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may also take the form of appropriate service or repair.

SANCTION PROCEDURE

Adherence to the principle of due process of law is essential in the administration and levying of sanctions. In accordance with this principle, the two elements of basic fairness and clarity of procedure are the foundation for the reporting, investigation and deliberations resulting from alleged misconduct on the part of students at the College of Art. Following are the steps to be taken in the event that a violation of responsibilities occur:

All cases of misconduct are referred to the Vice President of Student Affairs. The Vice President will make an investigation to determine the validity of the charges. Having done this, the Vice President will meet with the alleged violator in order to inform him/her of the charge(s) and evidence obtained and to offer the student an opportunity to be heard on his/her behalf.

If the Vice President determines that the findings are against the student, he/she may, at his/her discretion administer an ADMONISHMENT or WARNING. However, if the facts of the case are unclear or if the gravity of the offense merits a sanction of DISCIPLINARY, PROBATION SUSPENSION or DISMISSAL, the student will be informed that the case must be heard and evaluated by members of the Committee on Student Rights and Responsibilities.

The Committee will be composed of three senior faculty chosen by the President of the Faculty Federation; three administrators chosen by the President representing Student, academic and Administrative Affairs; and three students chosen by the Student Government Association. The Vice President for Student Affairs, while in attendance, is not a voting member. The Vice President will notify all involved parties of the time, place and nature of the proceedings. A quorum of five members must be present in order for proceedings to begin. The Vice President will explain the necessity for confidentiality and will present the facts of the case as they are known. Witnesses will be heard and evidence presented. The accused student will have the right to examine evidence or witnesses and will, in addition, have the right to call witnesses on his/her behalf. Upon completion of all presentations, the Committee will go into executive session and will render a majority judgment, based on the preponderance of evidence, as to the culpability of the accused student. If guilt is found, the Committee will then decide and vote on the level of sanction to be administered and will instruct the Vice President to

so inform the student of their decision. The President of the College will retain the right to confirm or reverse the decision of the Committee. Further, the president has the right to temporarily suspend a student prior to a hearing if his/her continued presence may jeopardize the well-being of others. Within ten working days following the Committee's decision, the student has the right of appeal to the Board of Trustees for a College decision of dismissal or suspension for longer than a period of two weeks.

If the Vice President of Student Affairs or the student believes the violation involves issues of affirmative action-either the Vice President of Student Affairs or the student should contact the Director of Affirmative Action so that the sanction procedure follows the Affirmative Action Complaint Procedures as outlined in this Handbook.

POSTING OF NOTICES

Bulletin Boards have been provided throughout the campus for the posting of college notices, flyers, etc. All such notices must be posted on these locations **ONLY**.

Additionally, all notices should be dated with the date of event. This will facilitate the removal of the notice at the appropriate time. Any notice without a date will be removed.

It is hoped that this procedure will help in keeping the posted information current. Your cooperation is appreciated.

RECREATION

The Massachusetts College of Art's Office of Student Activities offers a wide variety of recreational and educational activities during the academic year.

Through an agreement between Mass Art and Emerson College, Emerson rents Mass Art's gym and financed maintenance and repairs.

As a bonus Mass Art students may play on Emerson's varsity teams and any student enrolled at a Pro Arts school may participate in Emerson's intramural sports (flag football, co-ed basketball, ice hockey, volleyball, softball, golf and tennis).

Other recreational activities that Student Activities co-sponsors are: indoor soccer, aerobics, stretch and tone, jazz and tap dancing and frisbee. In addition, other special activities include self-defense and rape awareness workshops.

If you are interested in participating in any of these activities, please contact Elizabeth Thornton, Director, Student Activities, 2nd Floor, Kennedy Building or call (617)232-1555, ext. 369.

RECREATIONAL AREAS FOR USE

The following spaces can be requested for use by students and faculty as well as from groups outside the College: Racquetball/Squash Courts, Gymnasium, Ping-Pong, Volleyball.

Students may sign up for these spaces in the Student Activities Office, 2nd Floor, Kennedy Building.

RIDE BOARD

The Ride Board, located on the 2nd Floor, Kennedy Building, displays a map of the United States. Areas are color coded coordinated with boxes where messages for rides needed or offered are put. If you are in need of a ride or willing to give someone a ride, this board is available for your use.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Massachusetts College of Art believes that an institutional framework must be provided that encourages debate and freedom of intellectual and creative endeavor. Academic freedom, in the fullest sense of the term, is indispensable to the purpose and existence of the College.

FREEDOM IN THE CLASSROOM - The College affirms the right of students to freedom of research, exploration of ideas, concepts and theories, as the right to their expression in the studio and classroom. It is the responsibility of the instructor in particular, but students as well, to ensure the courteous and unlimited exchange of ideas not only of the facts, but in the spirit of free inquiry. All students must be protected against prejudiced or capricious evaluation.

FREEDOM OF ASSOCIATION - Organizations or clubs may be established at the College of Art for any reason whether the purposes are political, economic, social or educational. Membership in all College related organizations will be open to any person in the College community who is willing to meet its stated aims and obligations. College interest in the existence and objectives of organizations within the College community includes the following matters:

SUPPORT AND MAINTENANCE - in affirming the right of free association on campus, the College assumes the responsibility to defend and uphold that right in the event that, for any reason, it seems threatened.

ASSOCIATION IDENTIFICATION - As a general rule, the College will not require membership lists of an organization or club; it may, however, if deemed necessary to the welfare of the College, request the names and addresses of officers and/or members.

FREEDOM OF PUBLICATION - In keeping with the right of academic freedom, student press of individuals and organizations will be free of censorship and arbitrary college actions arising out of disapproval of editorial policy or content. Any publication of material that includes the College name, logo, or address must be approved by the appropriate area Vice President in advance of publication.

FREEDOM OF PROTEST - The College recognizes the right of the students to conduct peaceful demonstrations and protest that do not interfere with regular conduct of the College's business. Parties responsible for the planning of protest or demonstrations have the obligation to consult with the Vice President of Student Affairs prior to the implementation of such acts.

FREEDOM TO PARTICIPATE IN THE DECISION-MAKING PROCESS - As constituents of the academic community, students are free, individually and in groups, to express their views on institutional policy and on other matters germane to their individual or collective interests. In addition, the formal contract between the Board of Regents and the College faculty has express and definitive mechanisms designed to insure the full participation of all sectors of the College community on a representational basis.

FREEDOM FROM PRIVACY - Respect will be given to the confidential relationship between the College and its members by preserving the privacy of records relating to each person. For students, the right to confidentiality and access to records is guaranteed by Federal law under the Family Educational Rights and

Privacy Act of 1974 and the Commonwealth's Fair Information Practices Act.

STUDENT ACTIVITIES

Each year, the Student Activities Office works with student groups on campus thus opening to the college campus a varied selection of interest groups, ranging from recreational sports, musical organizations, film, performance, concerts, parties, trips, etc.

The mission of the office is to coordinate comprehensive student activities, working with the Student Government Association and co-curricular programs which lead to an enriched campus educational environment and promote individual growth. Student participation in such programs provides practical experience as an extension and enhancement of academic courses, as well as a valuable base to promote a professional career. Here students are encouraged to test their talents, explore their goals and develop leadership, budget management and managerial skills. Students learn to work within the disciplines of time, budgets, varied points of view and compromises - and still produce fine programs.

The Student Activities Office serves as the information center for student activities. It offers a variety of services to students. The Director of Student Activities provides support, resources and advice to student programmers, advises Student Government Association groups on maintaining fiscal control of student organization accounts, while educating students in fiscal management and programming. The Student Activities Office also reserves recreational areas of the college facilities for programs and the services necessary for these programs.

This office coordinates the New Student Orientation, Student Center, Health/Fitness Center, Student Life Gallery and publishes the Student Handbook, Pocket Calendar, Support Services for Student Brochure and the Student Activities Events Calendar.

STUDENT AFFAIRS

The Office of Student Affairs is available to assist with all aspects of student life in the College and the community. The kinds of questions that are commonly discussed include health, personal, financial or family problems, career planning decisions, student activities, events, and residency requirements. The Office of Student Affairs is established to assist students and to act as an advocate for students.

STUDENT CENTER

The Student Center (located on the 2nd Floor of the Kennedy Building) services the entire College Community. The Center contains a Snack Bar featuring natural foods, wide-screen TV with satellite Programming and VCR, a pool and ping pong table, video games, a selection of board games, and an Art Gallery. Throughout the Academic Year, the Center sponsors a variety of activities including video screenings, art gallery openings, theatrical presentations, game tournaments, scavenger hunts, and special interest parties and dances. The operating hours are posted at the beginning of each semester in the College Newsletter. For further information on current activities in the Student Center, contact: Deborah McCarthy, Coordinator of the Student Center.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a self-governing organization that works hand in hand with the Vice President of Student Affairs to

form a stable base for independent and strong leadership for students, by students. The student body selects S.G.A. Officers through annual elections held in the month of April. The S.G.A. Officers are responsible for directing the everyday business of the S.G.A. and organizing S.G.A. Senate meetings. The S.G.A. Senate meets once a week during the school year to discuss and act upon issues and problems that face the students at Mass Art.

The S.G.A. Executive Council is made up of a Student Trustee, President, Vice President, Secretary and Treasurer. The S.G.A. Senate is comprised of one Representative from each major concentration at the College and one Representative from each student-run committee or organization.

S.G.A. REPRESENTATION

A-4 Gallery
ACT (Artists Concerned Today)
All School Show
Architecture
Art Education
Art History
Ceramics
Cartoonist Committee
Computer Arts Society
Core
Eventworks
Fashion
Fibers
Film
Film Society
First Night
G.A.L.A. (Gay and Lesbian Artists)
Glass
Graphic Design
Illustration
Industrial Design
International Students Committee
Men's Center
Metals
Newspaper
Painting
Performance Art Committee
Photography
Printmaking
Sculpture
S.I.M. (Studio for Interrelated Media)
Sound Performance
Spectrum
Video Association

Representatives are elected annually by the Department or group they represent. The S.G.A. is a powerful organization capable of creating change and supporting ideas.

Students can also take part in the College-wide committees that set policy for the College. These committees are:

Academic Policies
Admissions and Retention
All College
Exhibitions
Library
Curriculum
Scholarship
Student Affairs

If you want to become involved in the S.G.A. or any of its activities, please leave a note in the Student Affairs Office (2nd Floor, Kennedy Building), drop by the S.G.A. Office (2nd Floor, Kennedy Building), or leave a message on the S.G.A. answering machine (617)232-1555, ext. 389.

VISITORS

Visitors are welcome at all times to view exhibitions of the College. All visitors must receive a Visitor's Pass from the Security Guard of the building they are visiting in for entrance into that particular building. Those seeking meetings with administrative offices or faculty members should arrange appointments by writing or calling their appropriate office. Visitors to classrooms must gain prior permission from the instructor.

Those seeking a tour of the Campus should contact the Admissions Office to schedule an appointment at Ext. 375.

AFFIRMATIVE ACTION/NON-DISCRIMINATION POLICY

The Massachusetts College of Art together with its sister state colleges have carefully developed and outlined the major elements of an effective Affirmative Action/Equal Opportunity Plan with the understanding that a successful plan requires more than a knowledge of laws, regulations and current government requirements.

It demands vision to fully comprehend what challenges we face in preparing students for the twenty-first century. MassArt together with other Massachusetts State Colleges wish to take a role of leadership in providing an environment where equity and diversity are truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes, that we turn our collective energies into making affirmative action and equal opportunity an integral part of campus life, that we continue to fulfill our mission in developing the talents and potential of all members of our college community and our society.

MassArt does not discriminate in admission, access for treatment in programs and activities, or employment policies or practices on the basis of race, religion, color, sex, sexual orientation, age, disability, veteran status, marital status, and national origin. Accordingly, MassArt does not discriminate in admission, access for treatment in programs and activities, or employment policies or practices on the basis of race, religion, color, sex, sexual orientation, age, disability, veteran status, marital status and national origin. Accordingly, MassArt complies with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1974; the Civil Rights Restoration Act of 1988 and pertinent Laws, Regulations and Executive Orders; directives of the Board of Regents of Higher Education, the Board of Trustees, the Commonwealth of Massachusetts, and other applicable local, state and federal statutes.

Inquiries regarding compliance with Section 504 should be made to the Vice President of Student Affairs. Inquiries regarding compliance with applicable Affirmative Action laws and regulations should be directed to the Director for Affirmative Action and Multicultural Affairs to Director, U.S. Department of Education, Office of Civil Rights, Region I, Boston, MA 02109.

